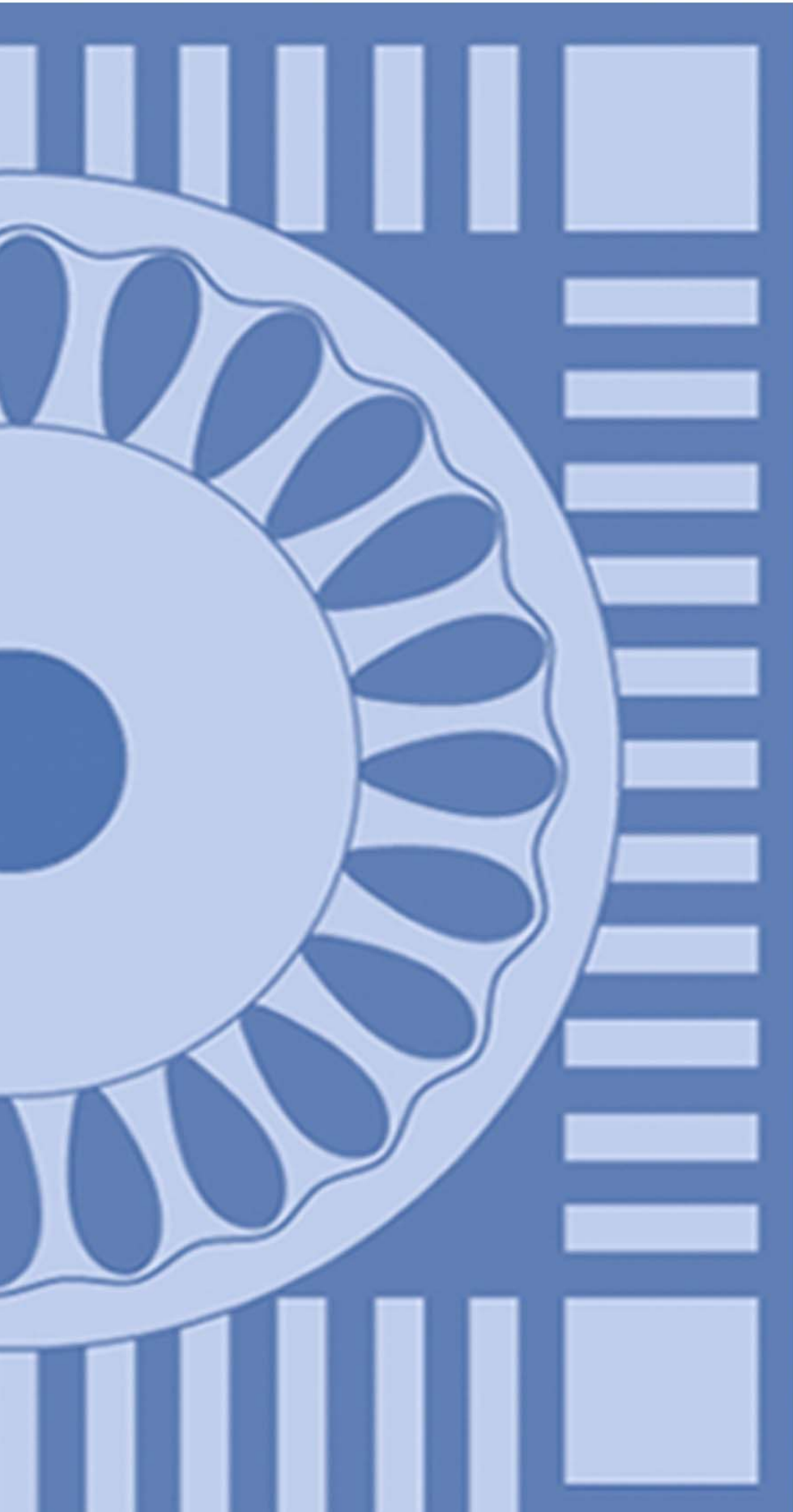


# **CITY OF HAYWARD**



## **FY 2004-2005 ADOPTED OPERATING BUDGET**



*2004-2005*

*ADOPTED BUDGET*

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## ELECTED OFFICIALS

---

Roberta Cooper  
Mayor

Kevin Dowling  
Council Member

Barbara Halliday  
Council Member

Olden Henson  
Council Member

Matt Jimenez  
Mayor Pro Tempore

Bill Quirk  
Council Member

William Ward  
Council Member

---

## APPOINTED BY CITY COUNCIL

---

Michael O'Toole  
City Attorney

Jesús Armas  
City Manager

Angelina Reyes  
City Clerk

---

## ADMINISTRATIVE STAFF

---

Assistant City Manager, Acting

Perry H. Carter, CPA

Community and Economic Development Director

Sylvia Ehrental

Finance and Internal Services Director, Acting

Diane Lewis

Fire Chief

Larry Arfsten

Human Resources Director

Beth Perrin-Scales

Library Director

Marilyn Baker-Madsen

Police Chief, Acting

Lloyd Lowe

Public Works Director

Dennis Butler



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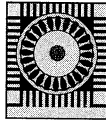
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CITY OF  
**HAYWARD**  
HEART OF THE BAY

August 2, 2004

Honorable Mayor and City Council:


I am presenting to you the 2004-2005 budget, which includes the adopted appropriations and spending plan for 2004-2005. This document reflects the changes made by the City Council to the recommended budget submitted to you in May of this year.

The Council spent many hours reviewing the recommended budget, receiving testimony from the public on the proposals in the budget, and deliberating the potential impact of the proposals. Three work sessions were held on May 25, 27, and June 1 at which the Council evaluated the operating budget and staff provided additional information. On June 8, a general public hearing was conducted by the Council to provide an opportunity for residents to comment on the budget.

The budget was adopted by the Council on June 22, 2004, and was effective with the start of the fiscal year on July 1.

City staff and I look forward to working with the Council to accomplish the objectives for 2004-05.

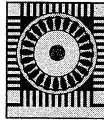
Respectfully submitted,

  
Jesús Armas  
City Manager

**OFFICE OF THE CITY MANAGER**

777 B STREET, HAYWARD, CA 94541-5007

TEL: 510/583-4300 • FAX: 510/583-3601 • TDD: 510/247-3340



CITY OF  
**HAYWARD**  
HEART OF THE BAY

May 14, 2004

Honorable Mayor and City Council:

Earlier this year, staff reviewed with the City Council the City's financial condition with respect to the current year and also provided Council with financial projections for fiscal year 2004-05. While the current year is showing some improvement over the original budget, the picture for FY 2004-05, which indicated a potential deficit of \$12.6 million, has remained essentially the same.

As previously indicated, staff approached balancing the FY 2004-05 budget from several different directions: use of contingencies, new revenues, labor contracts adjustments and cost reductions. This budget is balanced using a combination of the aforementioned measures. In terms of contingencies, I am recommending that \$3.1 million of the General Fund's Contingency Reserve be used to help balance the budget. I would hasten to add that the Economic Uncertainty, Liquidity and all other designations of the General Fund are not used.

As I have indicated in the past, I believe it is important that General Fund reserves be used cautiously. Fiscal year 2005-06 will have its own budget issues to deal with, some of which are being telegraphed now. If reserves are not carefully managed, budget flexibility for future periods may be compromised. This careful and prudent use of reserves has been Council's direction in the past and it is essential that it remain in effect into the future.

Next, and key to balancing the FY 2004-05 budget, is the raising of new revenues. More specifically, staff is requesting a substantial number of fee increases in the Master Fee schedule, increases to the Franchise rate charged to Waste Management of Alameda County (WMAC), and increases in the franchise rate charged to the City's utility funds. Staff estimates that approximately \$1.9 million could be raised from these sources.

The recommended franchise rate increase to WMAC is 2.5%, which will raise the current franchise rate from 10% to 12.5 %. Staff is recommending that the increase be applied equally to both residential and commercial users. In terms of residential users, staff estimates that the monthly residential fee will increase by about \$.43 per month to \$16.90. The revenue raised by this increase is estimated at about \$560,000. For the Utility funds, staff is recommending that the franchise

rate go from 5% to 7.5% which will raise about \$700,000 per year for both utilities. This increase will not impact utility rates for FY 2004-05. It is anticipated that water and sewer service rates will need to be adjusted in the future. However, increased costs for water purchases and expansion of the wastewater treatment plant will account for most of any increase.

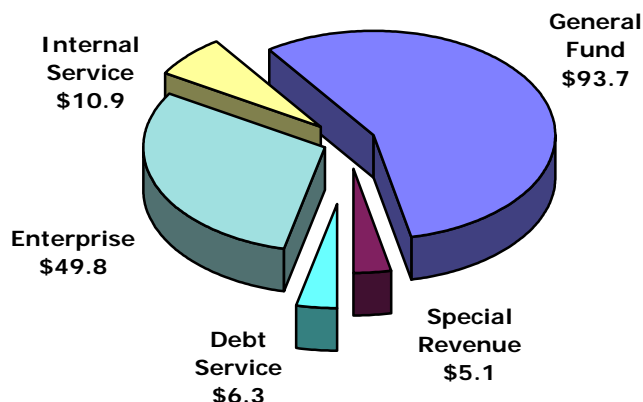
Routine adjustments to other revenue accounts such as Property Tax, account for the additional resources needed to bring the General Fund into balance with a small surplus of about \$118,000.

Finally, I am recommending a series of reductions in both personnel and non-personnel expenditures. This goal has been achieved through the hard work of all staff and recognition of the financial challenges faced by the City by the City's labor bargaining units. As a result, Operating Costs projected to be \$95.8 million in my earlier report to you have been reduced to \$88.8 million. This represents a cost reduction of \$7 million. All of these changes together address the projected budget shortfall previously discussed with you. While staff is pleased to bring to Council a balanced recommended budget it is not without significant impact to the City's ability to provide services to its residents.

#### **BUDGET OVERVIEW— FY 2004-05**

The recommended FY 2004-05 operating budget is a balanced spending plan totaling \$165.8 million for all funds. Of this amount, \$93.7 million is for the General Fund, \$49.8 million is for Enterprise Funds, \$10.9 million is for Internal Service Funds, \$5.1 million is for Special Revenue Funds, and \$6.3 million is for Debt Service Funds. The following pie chart illustrates the composition of the City's operating budget by fund type.

**City of Hayward Operating Budget—All Funds  
(\$ In Millions)**



This message focuses primarily on the General Fund, as this is where most City services are budgeted. By way of summary, the following table provides an



overview of the total General Fund revenues and expenditures as recommended for FY 2004-05.

**FY 2004-05  
General Fund  
Revenues and Expenditures  
(\$000's)**

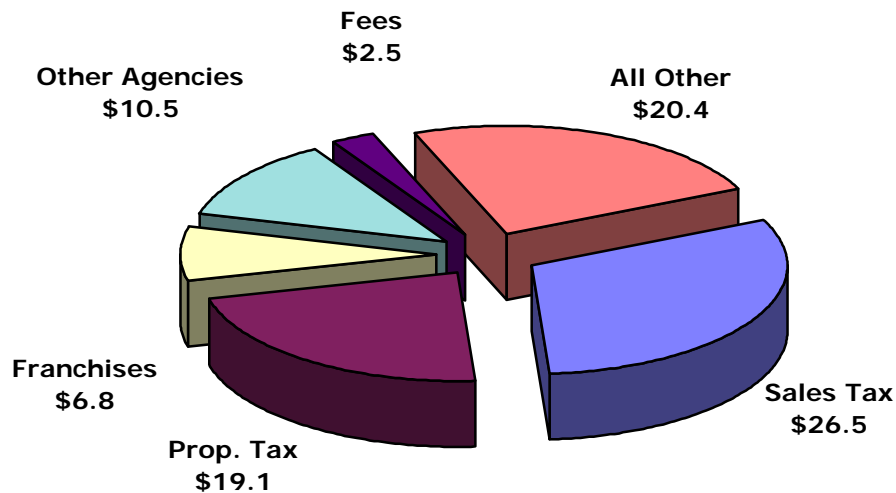
	<u><b>Amount</b></u>
Revenues	\$ 85,767
Expenditures	88,793
Transfers In	4,964
Transfers Out	4,920
Excess of Revenues (Expenditures)	<u>(2,982)</u>
Use of Contingency Reserve	<u>3,100</u>
Net Revenues (Expenditures)	118
Beginning Fund Balance	<u>21,508</u>
	21,626
Less Reserves Used	<u>(3,100)</u>
Ending Fund Balance	<u><u>\$ 18,526</u></u>

As can be seen, recurring General Fund expenditures are not in line with recurring revenues. Through the use of prior year savings, the budget is balanced for FY 2004-05. However, this is not a long-term solution. In order for the General Fund to be on a solid financial footing it will be necessary to bring expenditures in line with revenues. I believe that the FY 2004-05 recommended budget makes a substantial move in that direction.

**Revenue Estimates – Sources of Funds**

General Fund revenues come from several sources, the most significant of which are Sales Tax and Property Tax. However, there are other important revenue sources for the General Fund, such as the Real Property Transfer Tax and the Motor Vehicle In-Lieu Tax. The chart below provides a quick overview of General Fund revenue sources.

### General Fund Operating Revenues (\$ in Millions)



**Sales Tax** Sales tax revenue is estimated at about \$26.5 million for FY 2004-05. This represents a decrease of approximately \$1.5 million (5.3%) from the FY 2003-04 budget. As has been discussed earlier with Council, nearly 40% of the City sales tax revenue comes from the “business to business” category. That is businesses that sell primarily to other businesses, and the transaction is taxable. This category has declined significantly. Many economists have labeled this recession as a business led recession and Hayward’s experience would tend to support that observation. If there is a recovery in business spending, then Hayward would expect to see this category improve. For FY 2004-05 staff is recommending a modest growth rate of about 3% over the estimated sales tax for FY 2003-04, which is \$25.8 million.

**Property Tax** This revenue source continues to reflect both an active real estate market in terms of the number of sales and a market where values outpace inflation. Staff believes that property tax will continue to show strong growth through FY 2004-05 and has applied a net growth factor of 6% to the estimated FY 2003-04 property tax amount. Unfortunately, not all of this growth will accrue to the City of Hayward under the Governors budget as it now stands. About \$1.4 million will be used to support the Education Revenue Augmentation Fund (ERAF). Taking this adjustment into account results in a property tax estimate for FY 2004-05 of \$19.1 million.

**Real Property Transfer Tax** This tax is directly related to the number of property sales that close in Hayward each year. Over the past few years this revenue has continued to increase. For example, FY 2001-02 revenues were \$4.2 million, FY 2002-03, \$5 million and FY 2003-04 is estimated at \$6 million. Staff believes

that low home mortgage interest rates are a key factor contributing to the growth of this revenue source. Consequently, as long as the economy continues to enjoy low interest rates this revenue will stay at its current level or higher. The risk, of course, is that interest rates will climb, thereby slowing down property sales or lowering sale prices.

**Vehicle License Fee (VLF)** Another revenue source that has shown continued growth is the VLF. Staff estimates that this revenue will generate \$8.4 million for FY 2004-05. This revenue source is based on the number of vehicle registrations occurring and Hayward's population growth. Unfortunately, this revenue source has a "backfill" component. That is, the State makes up the difference between the revenue that was generated by the previously higher rates and the lower current rates. This backfill component is approximately 66% of the amounts now being received by local government. As a result this revenue source is at risk as the State struggles to balance its budget.

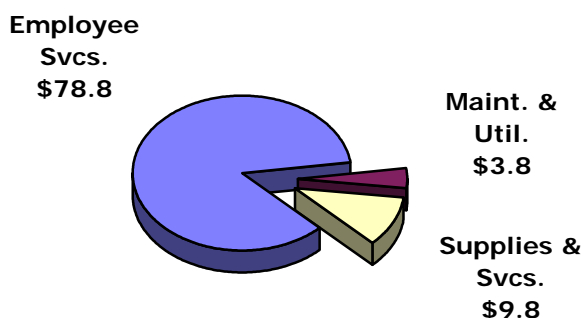
**Other Sources** In general, other revenue sources are estimated to increase for FY 2004-05 as compared to FY 2003-04 estimated actual amounts. Given the financial uncertainties discussed earlier, staff has been conservative in estimating the balance of revenues for the General Fund.

### **Expenditure Projections – Use of Funds**

Overall, operating expenditures are budgeted to remain about the same as the estimated actual expenditures for FY 2003-04. This level of funding reflects the cost cutting measures referred to earlier. In particular, the Category Employee Services reflects frozen positions and reduced related employee benefit costs. Other areas, such as Maintenance and Utilities and Supplies and Services have been reduced from the prior year's expenditure levels or remain essentially the same.

The largest expenditure category for the General Fund is, of course, Employee Services. Given the fact Hayward, much like every other branch of local government, is a service provider, this is no surprise. The pie chart which follows provides a quick overview of the relationship of the expenditure categories.

**General Fund Operating Expenditures  
(\$ in Millions)**



**Employee Related Costs.** Personnel salary and benefit expenses comprise approximately 85% of the City's General Fund operating costs. For FY 2004-05, all negotiated salary and benefit increases are factored into the expenditure assumptions. Employee benefit costs increased substantially for FY 2004-05. For example, medical insurance rates increased on the average by 18%. The City's Public Employee Retirement System (PERS) employer contribution rates increased from 3.06% to 7.3% for Miscellaneous employees, from 20.22% to 30.50% for Police employees and from 17.81% to 31.40% for Fire employees.

Because of the significant increases in PERS rates in one year the "unfunded liability" portion of the new rates also increased significantly. This was particularly true for the Public Safety units. As a result, staff reviewed the option available to the City to amortize the "unfunded liability" portion of the employer rate over 30 years. Exercising this option for Public Safety rates lowers the City's FY 2004-05 contribution rates by approximately six percentage points and generates an annual savings of about \$1.6 million. Utilizing a longer payback period is often done by agencies to create a more uniform contribution level over time and does not in any way jeopardize the financial soundness of the City's Plan(s). The lower rates have been used in budgeting for employee services for FY 2004-05.

**Non-Personnel Expenditures.** The other primary expenditure categories, Maintenance and Utilities and Supplies and Services and Capital have been decreased from FY 2003-04 expenditure levels to reflect the budget balancing actions discussed earlier. In general, each department has seen a modest reduction in expenditure budgets. This reduction provides some level of savings but does not significantly impair the ability of the various departments to meet their overall service delivery objectives.

### **State Budget Actions**

Unfortunately, a disclaimer referencing the State's budget crises has become a required component of local government budgets. This has not changed for FY 2004-05. While much is not known, there are potential negative impacts to local government budgets. For example, the FY 2004-05 revenue budget reflects lowered property tax revenue of \$1.4 million based on the Governor's budget as it now stands. However, recent negotiations between the League of California Cities and the Governor indicate that this reduction may increase as part of an agreement to stabilize local revenues in the future. In addition, approval by the electorate of Propositions 57 and 58 will impact sales tax revenue for FY 2004-05 and future years. Unfortunately, the extent and nature of the impact is not yet known.

### **Overall Service Level for FY 2004-05**

By necessity, this budget message must focus on reductions and the anticipated budget shortfall. However, taken in context many of the services that the City is currently able to deliver will be continue to be offered and are contained in this

recommended budget. Clearly, there will be areas that will suffer from the lack of personnel and in some cases a project or service will be deleted.

### **Service Impact of Frozen Positions**

As discussed earlier, I am recommending that certain employee positions be "frozen" for FY 2004-05. This budget freezes approximately 83 positions or full time equivalents (FTE) in the General Fund and two positions in all other funds. It should be noted that of the 83 positions frozen in the FY 2004-05 budget, 18 were frozen in FY 2003-04. The remaining 65 positions are frozen in FY 2004-05 and are the subject of this discussion. I would also like to point out that of the positions frozen in the FY 2004-05 budget, some were put on "hold" at mid-year in FY 2003-04.

At best, this message can only summarize the number of positions frozen and the estimated impact to service delivery. For the larger departments, the impacts are described more fully in supplemental memoranda being distributed to you under separate cover. For the smaller departments, the impacts are noted in this budget message.

In general terms, the freezing of positions is manifested in the form of slower response times. In other cases, specific projects might be delayed or not done. The following discussion, by department, indicates the positions being frozen and the nature of the impact to service delivery for each affected department.

**Mayor and City Council** There are no positions frozen in this department for FY 2004-05. However, the special travel budget of \$9,500 is being deleted. The budget still contains individual allocations of \$3,600 for Councilmembers and \$6,000 for the Mayor.

**City Manager** Reduction of the Public Information Officer to 2/3 FTE will limit the ability of the City to undertake new projects and will curtail activities such as City Hall tours and support of the Chamber Downtown Committee. The Technology Services Division is located in this Department and will lose the Computer Operator-Analyst position. The impact to service will be to reassign priority work to other positions including the Technology Services Division and to delay or drop lower priority duties or projects.

Another recommended change which is reflected in this Department is the reorganization of Public Safety (Police and Fire) technology services under the Technology Services Division. The reorganization moves four Technology Services staff from the Police Department to the Technology Services Division. More importantly, the staffing, planning, budgeting, implementation and coordination of technology services will be under one director, providing much needed coordination and improved oversight from a technical perspective.

**City Clerk** The City Clerk's office will reduce one Senior Secretary position from 1 FTE to .5 FTE. The service impact of this change will be to reassign duties to the

City Clerk, Deputy City Clerk and Administrative Clerk II. The style of Planning Commission meeting minutes will be simplified and transcription requests for public hearings will be provided by an outside vendor and paid for by the requesting party. The overall impact of this change will be minimal.

**Human Resources** In this department the HR Director position will be held open following the retirement of the Director in August 2004. The impact to service will be to require increased interaction with the City Manager and most likely the City Attorney's Office. There may be some delay in service delivery due to increased workload on remaining staff. Work prioritization will insure that critical work and projects are completed. In addition, the IEDA Labor Relations budget will be reduced by 50% or \$30,000. Due to recent agreements by the City's bargaining units for multiple year contracts, the full scope of services provided by IEDA will not be needed for FY 2004-05.

**Finance and Internal Services** This department is requesting changes in the Audit, Accounting, Revenue and Facilities programs. In some cases positions will be frozen, in others new positions are being requested to properly balance staffing. The department has submitted additional information discussing the requested changes and service impacts in greater detail.

**Police Department** There are several changes recommended for the Police Department. Programs which are impacted range from the Youth and Family Services Bureau to Parking Enforcement. Supplemental information is being provided reviewing each of the changes in greater detail. It is important to note that as the Police Department developed its recommendations, it was guided by the premise of minimizing adverse impacts to the "mission critical" services provided to the Hayward community.

**Fire Department** In brief, the closure of Fire station number 9 is recommended for fiscal year 2004-05. There are currently nine positions vacant in the department which can be left unfilled for one year - and one year only - to achieve the necessary budget savings. See the supplemental memorandum for additional information. It is worth reiterating that maintaining public safety was the guiding premise in developing this recommendation.

**Public Works** Several positions are recommended to be frozen. The impact will be to slow down project delivery and provide a lower level of service in such areas as sidewalk patching, roadside and landscape maintenance tree trimming. Staff is also recommending opportunities for cost recovery, which have been included in the budget.

**Community and Economic Development** Recommended changes included here impact Advance Planning, the Community Preservation Program and Plan Checking. More information is found in the supplemental memorandum.

**Library** A total of four FTE positions are proposed to be frozen. The impact to service delivery is reflected in the way the Library performs certain functions, such as cataloguing and collection development. From the standpoint of service to the public, reductions are also manifested in reduced hours of operation from 56 to 48 hours. Although this is a reduction in hours, overall the library will remain open longer than was the case a few years ago.

## **CLOSING REMARKS**

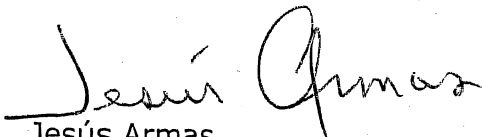
Perhaps more than ever, local government has to deal with uncertainty in terms of budgeting. The economy appears to be recovering, but exactly how that will translate to the Bay Area and Hayward, is unclear. The State budget still faces significant unknowns. This budget contains revenue increases coupled with expenditure reductions in order to continue to deliver essential services to the community. The underlying challenge, or course, is to strike the best balance possible among competing priorities.

I believe this budget responds to the priorities as articulated by the Council. In particular, it recognizes in a responsible way the economic uncertainties that the City faces and, it outlines an approach to deal with a projected growing budget shortfall that is flexible and graduated. Finally, the budget is balanced without having to use all of the funds set aside by Council for contingencies.

We all look forward to working with the Council to implement the many important projects contained in the budget and to continue to provide excellent service to Hayward residents.

I would be remiss if I did not acknowledge and thank all of the individuals who are instrumental in developing and producing this budget. The City of Hayward is fortunate to have a competent and dedicated staff and I extend my sincere thanks to those responsible for their efforts toward the completion of this budget.

Respectfully submitted,

  
Jesús Armas  
City Manager

## Financial Overview – All Funds

The City of Hayward budget is presented on a fund basis. A fund is a separate, self-balancing set of accounts used to account for resources that are segregated, for specific purposes in accordance with specific regulations, restrictions, or limitations. The Financial Overview Section includes information about the use of all operating funds in the City of Hayward. Below, please find a short description of each type of fund, by category.

### Governmental Fund Types

These fund types are used to account for tax-supported governmental activities.

- **General Fund** is the general operating fund of the City, used to account for all financial resources except those required to be accounted for in another fund. A comprehensive discussion of revenue sources for the General Fund is located in the General Fund section.
- **Special Revenue Funds** are used to account for activities paid for by taxes or other designated revenue sources that have specific limitations on use according to law.
- **Debt Service Funds** are used to account for the accumulation of financial resources for, and the debt payment of, general long-term debt principal, interest, and related costs.

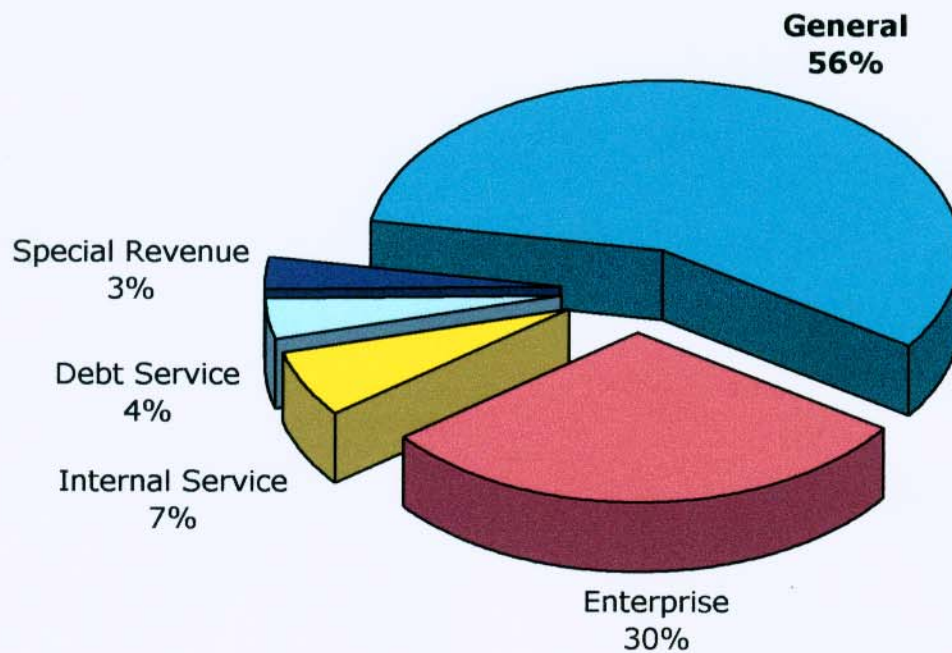
### Proprietary Fund Types

These fund types are used to account for a government's business-type activities (activities supported, at least in part, by fees or charges).

- **Enterprise Funds** are used to account for operations that are financed and operated in a manner similar to that of private business enterprise where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.
- **Internal Service Funds** are used to account for the financing of goods and services provided by one City department to another, on a cost-reimbursement basis.



**FY 2004-2005  
Operating Budget  
Fund Summary by Category**  
(Total = \$165.8 million)



**FY 2004-2005**  
**CITY OF HAYWARD - ALL FUNDS**  
**REVENUES AND EXPENDITURES**  
(\$ in 000'S)

**ADOPTED**  
**FY 2004-2005**

	<b>GOVERNMENTAL FUND TYPES</b>			<b>PROPRIETARY FUND TYPES</b>		
	<b>GENERAL</b>	<b>SPECIAL REVENUE</b>	<b>DEBT SERVICE</b>	<b>ENTERPRISE</b>	<b>INTERNAL SERVICE</b>	<b>TOTAL</b>
<b>FUNDING SOURCES</b>						
Property Tax	19,205	0	0	190	0	19,395
Sales Tax	26,500	0	0	0	0	26,500
Other Taxes	19,322	48	0	0	0	19,370
Charges for Services	2,531	0	0	36,063	0	38,594
All Other Sources	21,409	4,933	31	4,756	7,900	39,029
Transfers from Other Funds	4,964	35	5,186	391	1,880	12,456
<i>Total Resources Available</i>	<u>93,931</u>	<u>5,016</u>	<u>5,217</u>	<u>41,400</u>	<u>9,780</u>	<u>155,344</u>
<b>EXPENDITURES/EXPENSES</b>						
Employee Services	79,065	1,129	0	11,231	1,742	93,167
Maintenance and Utilities	3,894	6	0	1,914	217	6,031
Supplies and Services	9,692	3,172	6,218	12,332	6,036	37,450
Capital Expense	75	30	0	35	700	840
Net Interdepartmental	(3,693)	282	41	725	30	(2,615)
All Other Uses	0	0	0	16,013	1,569	17,582
Transfers to Other Funds	4,870	434	0	7,449	629	13,382
<i>Total Funds Required</i>	<u>93,903</u>	<u>5,053</u>	<u>6,259</u>	<u>49,699</u>	<u>10,923</u>	<u>165,837</u>
<i>Excess Revenue (Expenditures)</i>	<u>28</u>	<u>(37)</u>	<u>(1,042)</u>	<u>(8,299)</u>	<u>(1,143)</u>	<u>(10,493)</u>
<b>FUND BALANCE</b>						
BEGINNING FUND BALANCE	21,508	5,637	2,029	116,449	5,775	151,398
Excess Revenue (Expenditures)	28	(37)	(1,042)	(8,299)	(1,143)	(10,493)
Less Reserves Used	(3,100)	0	0	0	0	(3,100)
ENDING FUND BALANCE	<u>18,436</u>	<u>5,600</u>	<u>987</u>	<u>108,150</u>	<u>4,632</u>	<u>137,805</u>

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## **Personnel Summary**

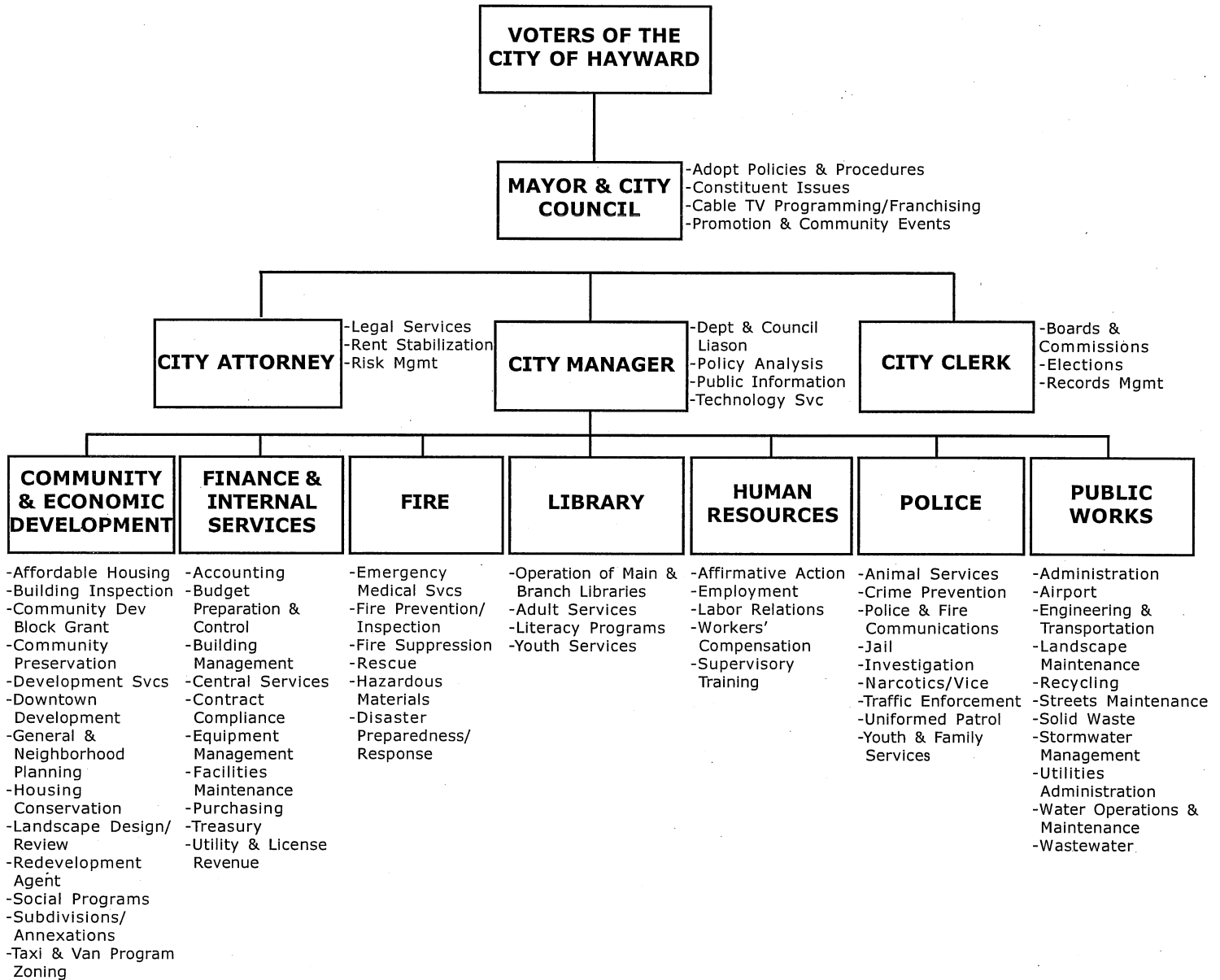
### **All Funds**

Personnel summaries are a department-by-department inventory of authorized personnel. All summaries list the specific type and number of positions that are authorized.

For FY 2004-2005, a total of 938.46 authorized positions have been adopted. These authorized positions are further divided between 854.56 full time equivalent (FTE) funded positions and 83.9 FTE unfunded positions. An authorized funded position is one in which there has been a budget allocation; one that can be filled. An authorized unfunded (frozen) position is one that is authorized, but will not be filled because there has not been a budget allocation.

The following pages present an all-fund departmental organizational chart and personnel inventory. Department organizational charts are only presented in this section so as to present all authorized, funded positions assigned to a department throughout the City. A summary of all FY 2004-2005 personnel changes is located at the end of this section. Beyond this section, personnel summaries are shown on an individual fund basis, listed by fund, department, division, or activity.

# ORGANIZATION OF THE CITY OF HAYWARD



**AUTHORIZED PERSONNEL  
BUDGET YEAR 2004/2005**

**CITY SUMMARY**

	Adopted 2003/ 2004	Frozen 2003/ 2004	Adopted 2004/ 2005	Frozen 2004/ 2005
100-GENERAL FUND	754.90	17.90	690.06	82.40
215-RECYCLING FUND	3.00	0.00	3.00	0.00
225-COMMUNITY DEV.BLOCK GRANT FUND	7.00	0.50	7.00	0.50
227-SM.BUS.ECON.DEV.REV.LOAN PROGR	1.00	0.00	1.00	0.00
245-HOUSING MORTGAGE BOND FUND	1.00	0.00	1.00	0.00
246-MEASURE B II - PARATRANSIT FD	1.00	0.00	1.00	0.00
451-HAYWARD REDEVELOPMENT AGENCY	4.00	1.00	4.00	1.00
452-LOW & MODERATE HOUSING FUND	2.00	0.00	2.00	0.00
602-STORMWATER MAINT. & OPERATIONS	12.00	0.00	12.00	0.00
612-WASTEWATER REVENUE & OPER.FUND	42.50	0.00	42.50	0.00
621-WATER MAINTENANCE & OPER. FUND	56.00	0.00	57.00	0.00
631-AIRPORT OPERATIONS FUND	10.50	0.00	10.50	0.00
660-CENTENNIAL HALL MAINT. & OPER.	5.50	0.00	5.50	0.00
710-WORKERS' COMPENSATION FUND	2.00	0.00	2.00	0.00
711-LIABILITY INSURANCE FUND	2.00	0.00	3.00	0.00
730-EQUIPMENT MANAGEMENT FUND	13.00	0.00	13.00	0.00
City Sub-Total	917.40	19.40	854.56	83.90
City Total	936.80 =====		938.46 =====	

## **MAYOR AND CITY COUNCIL**

### **MAYOR**

(6) Council Member  
(1) Administrative Secretary (Conf)  
(.50) Technical Assistant

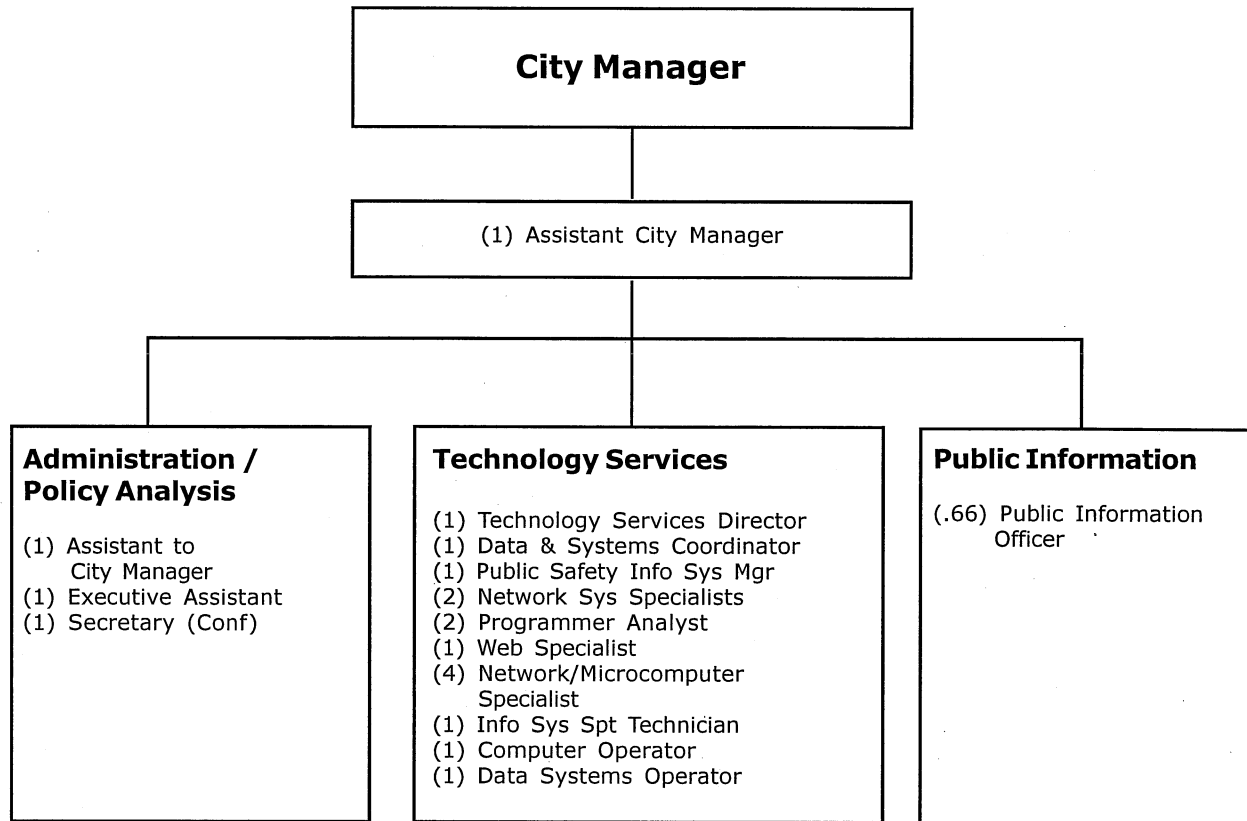
**AUTHORIZED PERSONNEL  
BUDGET YEAR 2004/2005**

**\*\*\*-ALL FUNDS**

	<b>Adopted 2003/ 2004</b>	<b>Frozen 2003/ 2004</b>	<b>Adopted 2004/ 2005</b>	<b>Frozen 2004/ 2005</b>
<b>1100-MAYOR AND COUNCIL DEPARTMENT</b>				
MAYOR	1.00	0.00	1.00	0.00
CITY COUNCIL	6.00	0.00	6.00	0.00
ADMINISTRATIVE ANALYST II(UNCLASSIFIED)	0.00	1.00	0.00	1.00
ADMINISTRATIVE SECRETARY (CONF)	1.00	0.00	1.00	0.00
SENIOR SECRETARY (CONF)	0.00	0.00	0.00	0.00
TECHNICAL ASSISTANT	0.50	0.00	0.50	0.00
 Department Sub-Total	 8.50	 1.00	 8.50	 1.00
  Department Total	  ----- 9.50 =====	  ----- 9.50 =====		



## OFFICE OF THE CITY MANAGER



**AUTHORIZED PERSONNEL  
BUDGET YEAR 2004/2005**

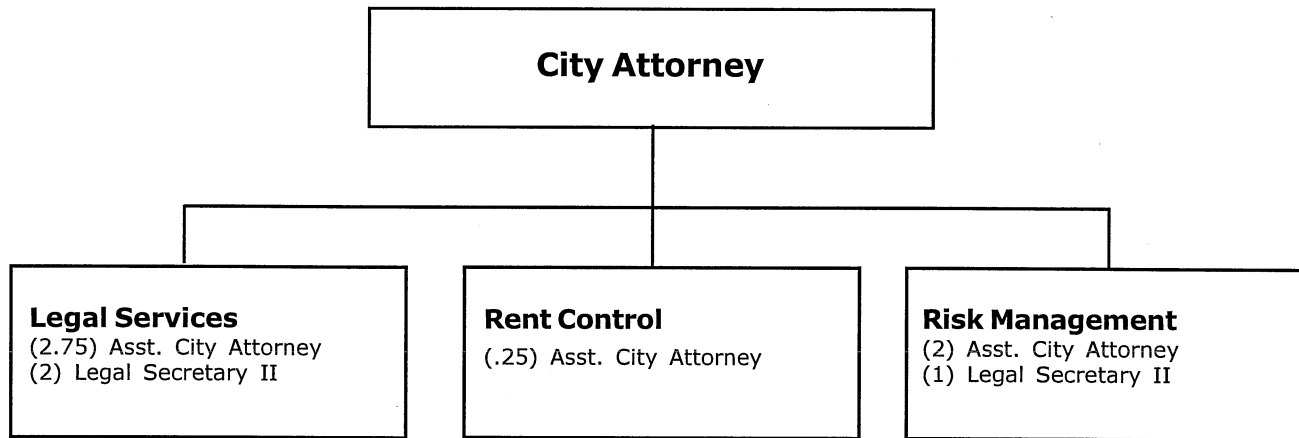
**\*\*\*-ALL FUNDS**

	Adopted 2003/ 2004	Frozen 2003/ 2004	Adopted 2004/ 2005	Frozen 2004/ 2005
<b>1200-CITY MANAGER DEPARTMENT</b>				
CITY MANAGER	1.00	0.00	1.00	0.00
ASSISTANT CITY MANAGER	1.00	0.00	1.00	0.00
TECH SERVICES DIRECTOR/DEPUTY CITY MNGR	1.00	0.00	1.00	0.00
INFORMATION SYSTEMS MANAGER	1.00	0.00	0.00	1.00
DATA & SYSTEMS COORDINATOR	1.00	0.00	1.00	0.00
ASSISTANT TO THE CITY MANAGER	1.00	0.00	1.00	0.00
* PUBLIC SAFETY INFORMATION SYS. MGR.	0.00	0.00	1.00	0.00
NETWORK SYSTEMS SPECIALIST	2.00	0.00	2.00	0.00
- PUBLIC INFORMATION OFFICER	1.00	0.00	0.66	0.00
* PROGRAMMER ANALYST	2.00	0.00	2.00	1.00
WEB SPECIALIST	1.00	0.00	1.00	0.00
* NETWORK/MICROCOMPUTER SPECIALIST	3.00	0.00	4.00	0.00
EXECUTIVE ASSISTANT	1.00	0.00	1.00	0.00
COMPUTER OPERATOR-ANALYST	1.00	0.00	0.00	1.00
INFORMATION SYSTEMS SUPPORT TECHNICIAN	1.00	0.00	1.00	0.00
* COMPUTER OPERATOR	0.00	0.00	1.00	0.00
SECRETARY (CONF)	1.00	1.00	1.00	1.00
DATA SYSTEMS OPERATOR	1.00	0.00	1.00	0.00
ADMINISTRATIVE INTERN	0.50	0.00	0.00	0.50
Department Sub-Total	20.50	1.00	20.66	4.50
Department Total	21.50		25.16	

\* These positions have been transferred from the Police Department.

- This position has been reduced.

## OFFICE OF THE CITY ATTORNEY



**AUTHORIZED PERSONNEL  
BUDGET YEAR 2004/2005**

**\*\*\*-ALL FUNDS**

	<b>Adopted 2003/ 2004</b>	<b>Frozen 2003/ 2004</b>	<b>Adopted 2004/ 2005</b>	<b>Frozen 2004/ 2005</b>
<b>1300-CITY ATTORNEY DEPARTMENT</b>				
CITY ATTORNEY	1.00	0.00	1.00	0.00
ASSISTANT CITY ATTORNEY	5.00	0.00	5.00	0.00
LEGAL SECRETARY II	3.00	0.00	3.00	0.00
Department Sub-Total	9.00	0.00	9.00	0.00
Department Total	----- 9.00 =====		----- 9.00 =====	

## **OFFICE OF THE CITY CLERK**

### **City Clerk**

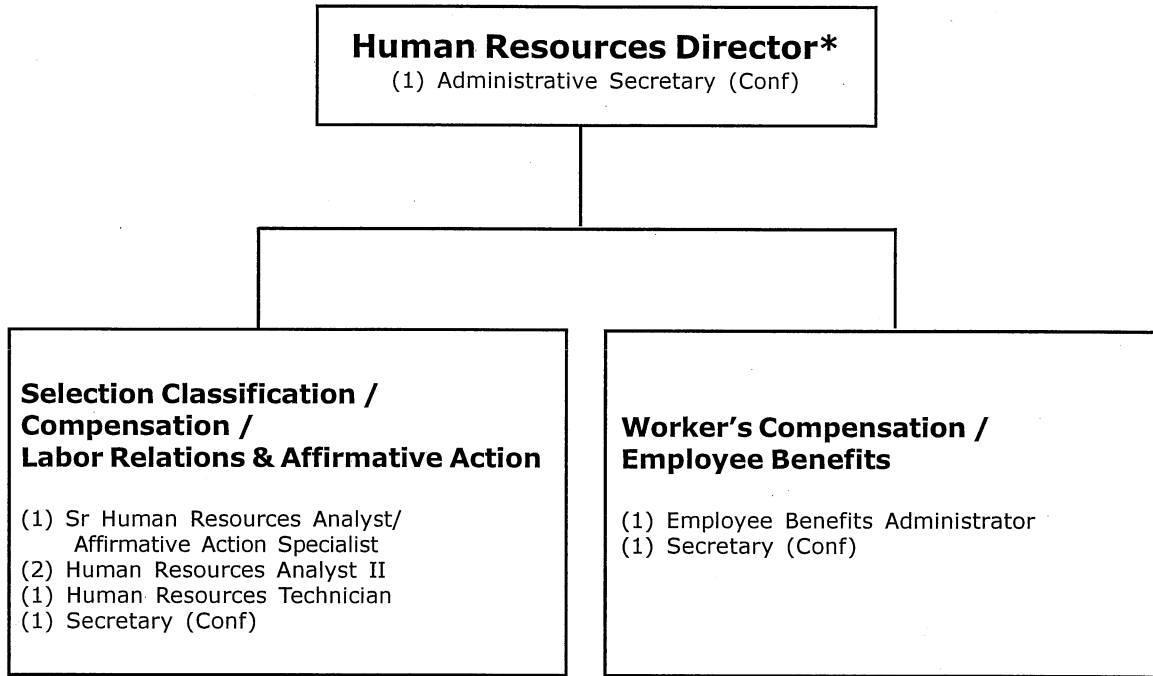
(1) Deputy City Clerk  
(1.50) Senior Secretary  
(.50) Administrative Clerk II

**AUTHORIZED PERSONNEL  
BUDGET YEAR 2004/2005**

**\*\*\*-ALL FUNDS**

	Adopted 2003/ 2004	Frozen 2003/ 2004	Adopted 2004/ 2005	Frozen 2004/ 2005
<b>1400-CITY CLERK DEPARTMENT</b>				
CITY CLERK	1.00	0.00	1.00	0.00
DEPUTY CITY CLERK	1.00	0.00	1.00	0.00
SENIOR SECRETARY	2.00	0.00	1.50	0.50
ADMINISTRATIVE CLERK II	0.50	0.00	0.50	0.00
Department Sub-Total	4.50	0.00	4.00	0.50
Department Total	4.50		4.50	

## HUMAN RESOURCES DEPARTMENT



Note:

\*Human Resources Director will be held as "open" in August 2004, after the Director's retirement.

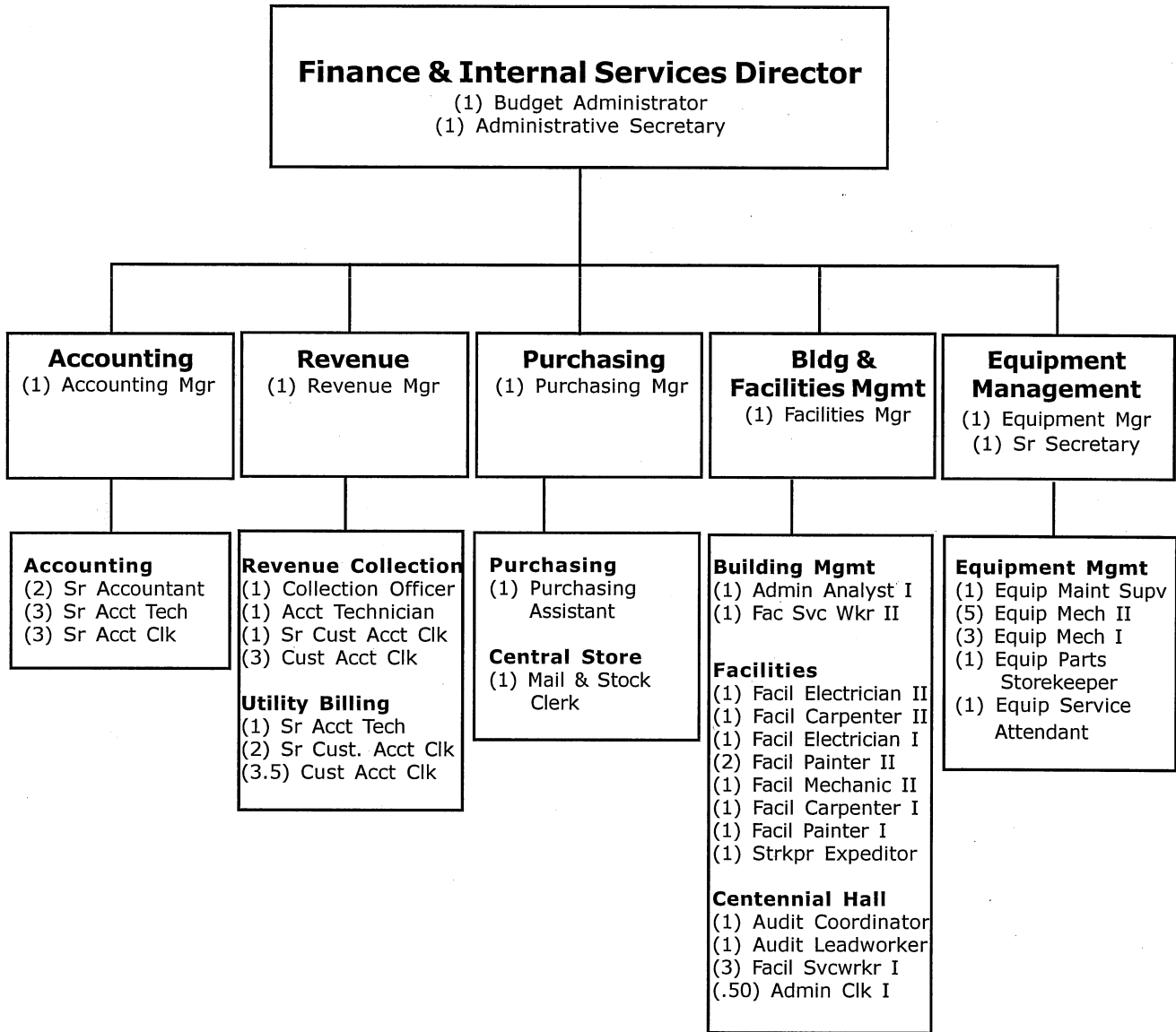
**AUTHORIZED PERSONNEL  
BUDGET YEAR 2004/2005**

\*\*\*-ALL FUNDS

	Adopted 2003/ 2004	Frozen 2003/ 2004	Adopted 2004/ 2005	Frozen 2004/ 2005
<b>1600-HUMAN RESOURCES DEPARTMENT</b>				
HUMAN RESOURCES DIRECTOR	1.00	0.00	0.00	1.00
EMPLOYEE BENEFITS ADMINISTRATOR	1.00	0.00	1.00	0.00
SR HUMAN RES ANAL/AFF. ACTION SPEC.	1.00	0.00	1.00	0.00
HUMAN RESOURCES ANALYST II	2.00	0.00	2.00	0.00
ADMINISTRATIVE SECRETARY (CONF)	1.00	0.00	1.00	0.00
HUMAN RESOURCES TECHNICIAN	1.00	0.00	1.00	0.00
SECRETARY (CONF)	2.00	0.00	2.00	0.00
Department Sub-Total	9.00	0.00	8.00	1.00
Department Total	9.00 =====		9.00 =====	



## FINANCE AND INTERNAL SERVICES DEPARTMENT

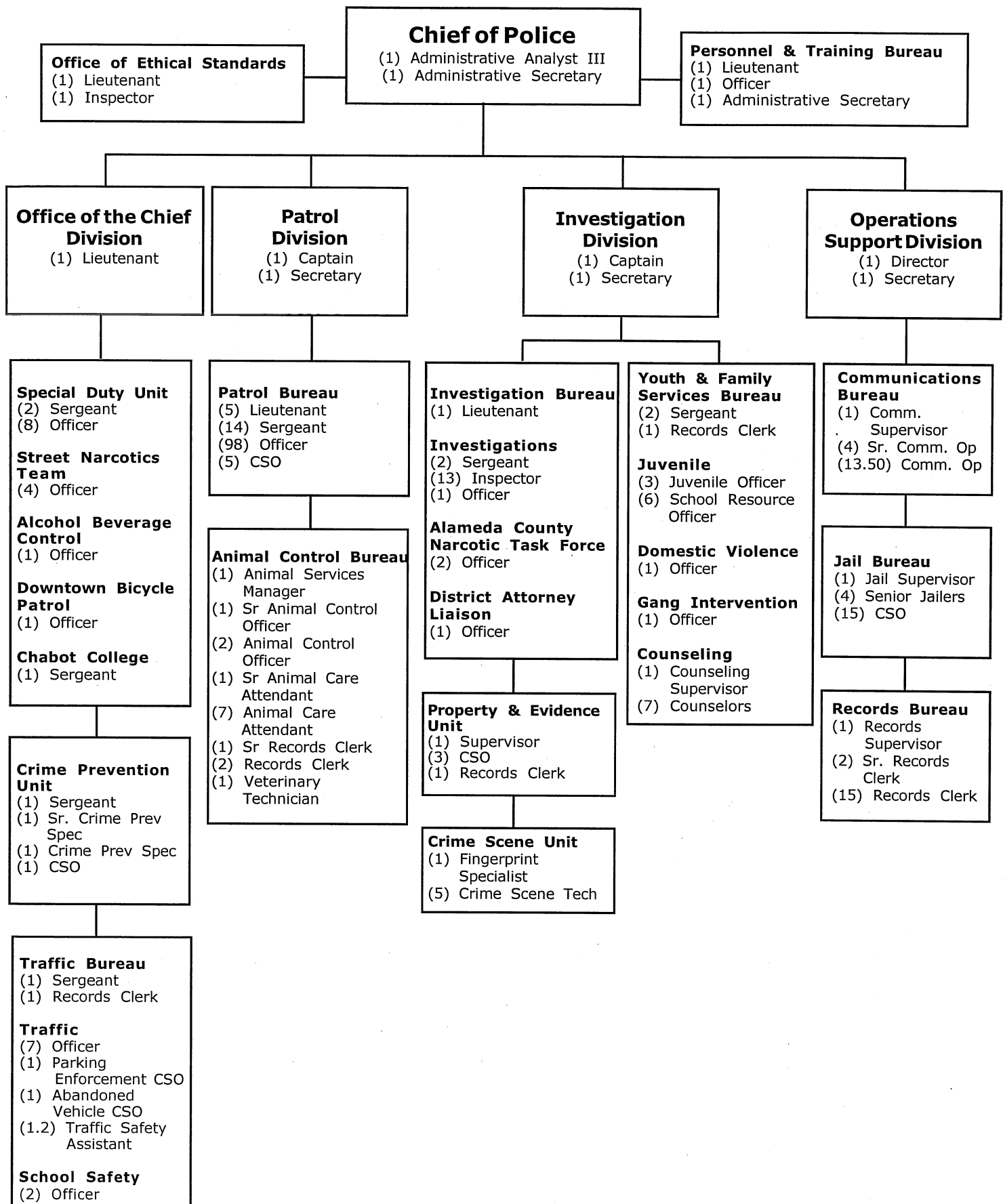


**AUTHORIZED PERSONNEL  
BUDGET YEAR 2004/2005**

\*\*\*-ALL FUNDS

	Adopted 2003/ 2004	Frozen 2003/ 2004	Adopted 2004/ 2005	Frozen 2004/ 2005
<b>1700-FINANCE DEPARTMENT</b>				
DIRECTOR OF FINANCE	1.00	0.00	1.00	0.00
ACCOUNTING MANAGER	1.00	0.00	1.00	0.00
FACILITIES & BUILDING MANAGER	1.00	0.00	1.00	0.00
EQUIPMENT MANAGER	1.00	0.00	1.00	0.00
PURCHASING & SERVICES MANAGER	1.00	0.00	1.00	0.00
AUDITOR	1.00	0.00	0.00	1.00
REVENUE MANAGER	1.00	0.00	1.00	0.00
BUDGET ADMINISTRATOR	1.00	0.00	1.00	0.00
SENIOR ACCOUNTANT	1.00	0.00	2.00	0.00
FACILITIES MAINTENANCE SUPERVISOR	1.00	0.00	0.00	1.00
EQUIP MAINTENANCE SUPERVISOR	1.00	0.00	1.00	0.00
FACILITIES ELECTRICIAN II	1.00	0.00	1.00	0.00
ADMINISTRATIVE ANALYST I	1.00	0.00	1.00	0.00
FACILITIES CARPENTER II	1.00	0.00	1.00	0.00
FACILITIES ELECTRICIAN I	1.00	0.00	1.00	0.00
SENIOR ACCOUNTING TECHNICIAN	4.00	0.00	4.00	0.00
AUDITORIUM COORDINATOR	1.00	0.00	1.00	0.00
EQUIPMENT MECHANIC II	5.00	0.00	5.00	0.00
FACILITIES PAINTER II	2.00	0.00	2.00	0.00
COLLECTIONS OFFICER	1.00	0.00	1.00	0.00
ADMINISTRATIVE SECRETARY	1.00	0.00	1.00	0.00
FACILITIES MECHANIC II	1.00	0.00	1.00	0.00
FACILITIES CARPENTER I	1.00	0.00	1.00	0.00
ACCOUNTING TECHNICIAN	1.00	0.00	1.00	0.00
LEAD CUSTOMER ACCOUNT CLERK	1.00	0.00	0.00	0.00
STOREKEEPER - EXPEDITER	1.00	0.00	1.00	0.00
EQUIPMENT MECHANIC I	3.00	0.00	3.00	0.00
SENIOR SECRETARY	1.00	0.00	1.00	0.00
AUDITORIUM LEADWORKER	1.00	0.00	1.00	0.00
SENIOR CUSTOMER ACCOUNT CLERK	3.00	0.00	3.00	0.00
SENIOR ACCOUNT CLERK	3.00	1.00	3.00	1.00
EQUIPMENT PARTS STOREKEEPER	1.00	0.00	1.00	0.00
PURCHASING ASSISTANT	1.00	0.00	1.00	0.00
EQUIPMENT SERVICE ATTENDANT	1.00	0.00	1.00	0.00
SECRETARY	1.00	0.00	0.00	1.00
FACILITIES SERVICEWORKER II	1.00	0.00	1.00	0.00
CUSTOMER ACCOUNT CLERK	6.50	0.00	6.50	0.00
FACILITIES SERVICEWORKER I	3.00	0.00	3.00	0.00
ADMINISTRATIVE CLERK II	0.00	1.00	0.00	1.00
MAIL & STOCK CLERK	1.00	0.00	1.00	0.00
ADMINISTRATIVE CLERK I	0.50	0.00	0.50	0.00
ADMINISTRATIVE INTERN	0.00	0.50	0.00	0.50
Department Sub-Total	61.00	2.50	58.00	5.50
Department Total	63.50		63.50	

# POLICE DEPARTMENT



**AUTHORIZED PERSONNEL  
BUDGET YEAR 2004/2005**

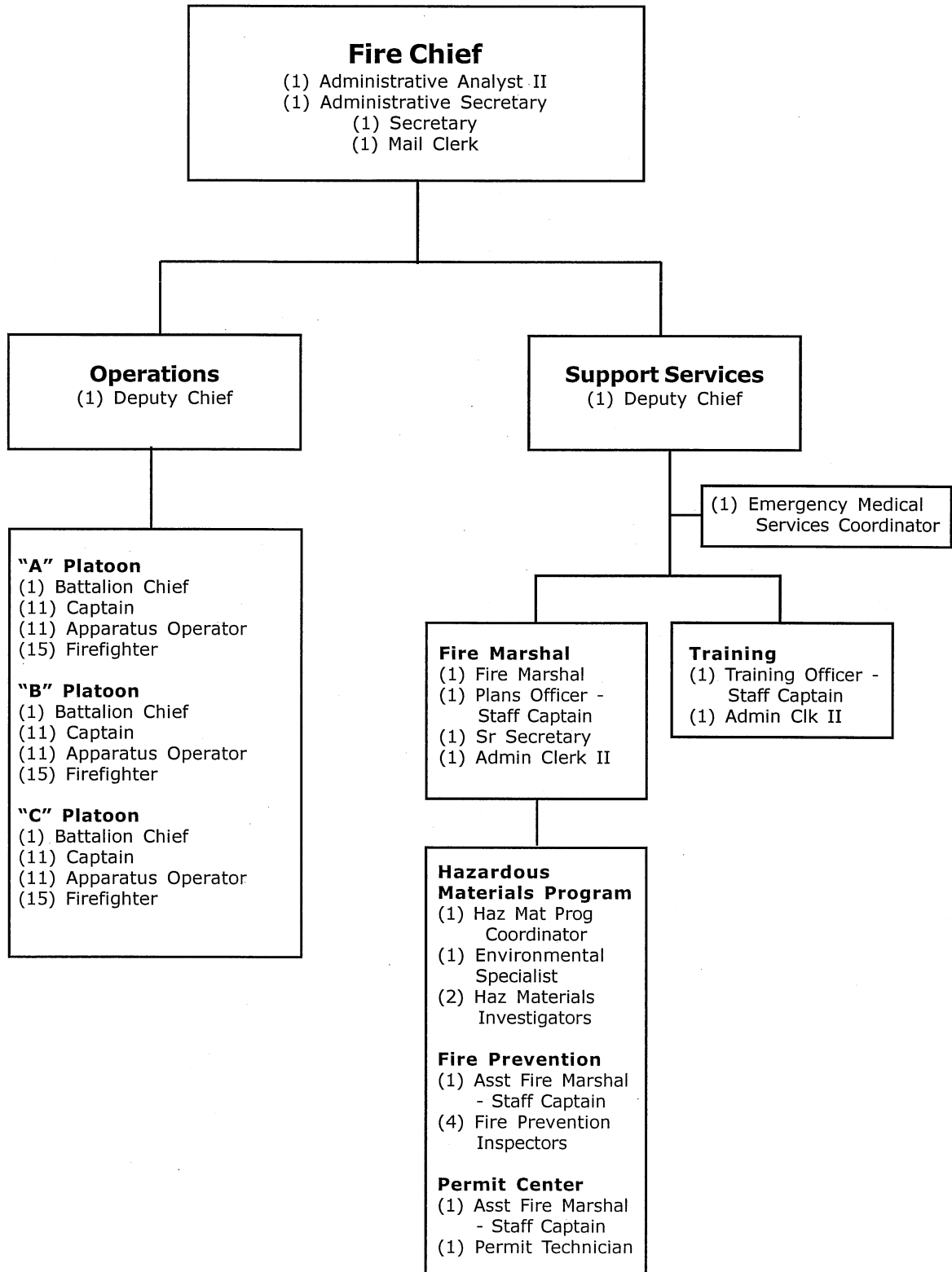
\*\*\*-ALL FUNDS

	Adopted 2003/ 2004	Frozen 2003/ 2004	Adopted 2004/ 2005	Frozen 2004/ 2005
<b>1800-POLICE DEPARTMENT</b>				
CHIEF OF POLICE	1.00	0.00	1.00	0.00
DEPUTY CHIEF OF POLICE	1.00	0.00	0.00	1.00
POLICE CAPTAIN	2.00	0.00	2.00	0.00
POLICE LIEUTENANT	10.00	0.00	10.00	0.00
POLICE SERGEANT	24.00	0.00	23.00	1.00
INSPECTOR	14.00	0.00	14.00	0.00
POLICE OFFICER	153.00	0.00	138.00	15.00
OPERATIONS SUPPORT DIRECTOR	1.00	0.00	1.00	0.00
YOUTH & FAMILY SERVICES MANAGER	1.00	0.00	0.00	1.00
* PUBLIC SAFETY INFORMATION SYS. MGR.	1.00	0.00	0.00	0.00
ADMINISTRATIVE ANALYST III	1.00	0.00	1.00	0.00
ANIMAL SERVICES MANAGER	1.00	0.00	1.00	0.00
COUNSELING SUPERVISOR	2.00	0.00	2.00	0.00
ADMINISTRATIVE ANALYST II	2.00	1.00	0.00	3.00
COMMUNICATIONS SUPERVISOR	1.00	0.00	1.00	0.00
JAIL SUPERVISOR	1.00	0.00	1.00	0.00
* PROGRAMMER ANALYST	1.00	0.00	0.00	0.00
PROPERTY & EVIDENCE SUPERVISOR	1.00	0.00	1.00	0.00
* NETWORK/MICROCOMPUTER SPECIALIST	1.00	0.00	0.00	0.00
SENIOR COMMUNICATIONS OPERATOR	4.00	0.00	4.00	0.00
POLICE RECORDS SUPERVISOR	1.00	0.00	1.00	0.00
FAMILY COUNSELOR I	7.00	0.00	7.00	0.00
POLICE IDENTIFICATION SPECIALIST	1.00	0.00	1.00	0.00
ADMINISTRATIVE SECRETARY	2.00	0.00	2.00	0.00
SENIOR JAILER	4.00	0.00	4.00	0.00
COMMUNICATIONS OPERATOR	14.00	0.00	13.50	0.50
SENIOR CRIME PREVENTION SPECIALIST	1.00	0.00	1.00	0.00
* COMPUTER OPERATOR	1.00	0.00	0.00	0.00
CRIME SCENE TECHNICIAN	6.00	0.00	5.00	1.00
SENIOR SECRETARY	0.00	1.00	0.00	1.00
SENIOR ANIMAL CONTROL OFFICER	1.00	0.00	1.00	0.00
CRIME PREVENTION SPECIALIST	1.00	0.00	1.00	0.00
SENIOR POLICE RECORDS CLERK	3.00	0.00	3.00	0.00
COMMUNITY SERVICE OFFICER	31.00	1.00	26.00	6.00
ANIMAL CONTROL OFFICER	2.00	0.00	2.00	0.00
SECRETARY	3.00	0.00	3.00	0.00
+ POLICE RECORDS CLERK II	22.00	0.00	20.00	3.00
SENIOR ANIMAL CARE ATTENDANT	1.00	0.00	1.00	0.00
ANIMAL CARE ATTENDANT	7.00	1.00	7.00	1.00
VOLUNTEER PROGRAM ASSISTANT	1.00	0.00	0.00	1.00
+ VETERINARY TECHNICIAN	0.00	0.00	1.00	0.00
TRAFFIC SAFETY ASSISTANT	1.20	0.00	1.20	0.00
Department Sub-Total	333.20	4.00	300.70	34.50
Department Total	337.20		335.20	

\* These positions have been moved to the City Manager Department.

+ These positions have been added.

## FIRE DEPARTMENT



**AUTHORIZED PERSONNEL  
BUDGET YEAR 2004/2005**

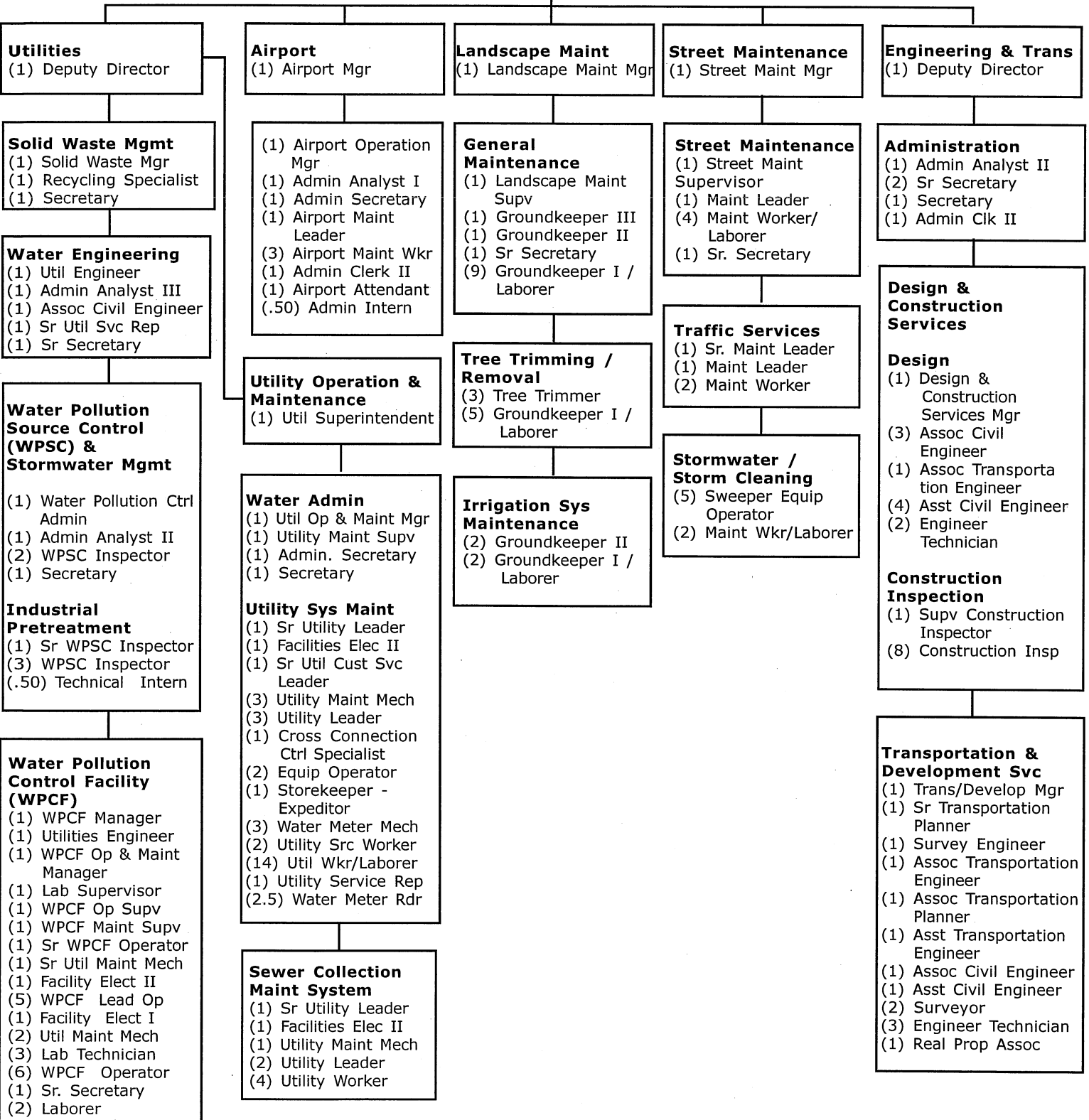
\*\*\*-ALL FUNDS

	Adopted 2003/ 2004	Frozen 2003/ 2004	Adopted 2004/ 2005	Frozen 2004/ 2005
<b>1900-FIRE DEPARTMENT</b>				
FIRE CHIEF	1.00	0.00	1.00	0.00
DEPUTY FIRE CHIEF (40 HR)	2.00	0.00	2.00	0.00
FIRE MARSHAL (40 HR)	1.00	0.00	1.00	0.00
BATTALION CHIEF-SPECIAL ASSIGN (40 HR)	1.00	0.00	0.00	1.00
BATTALION CHIEF (56 HR)	3.00	0.00	3.00	0.00
STAFF FIRE CAPTAIN (40 HR)	4.00	0.00	4.00	0.00
FIRE CAPTAIN (56 HR)	33.00	0.00	31.00	2.00
APPARATUS OPERATOR (56 HR)	33.00	0.00	33.00	0.00
FIREFIGHTER (56 HR)	52.00	0.00	45.00	7.00
HAZARDOUS MATERIALS PROGRAM COORDINATOR	1.00	0.00	1.00	0.00
FIRE PREVENTION INSP. (40 HR)	4.00	0.00	4.00	0.00
EMERGENCY MEDICAL SERVICES COORD.	1.00	0.00	1.00	0.00
ADMINISTRATIVE ANALYST II	1.00	0.00	1.00	0.00
ENVIRONMENTAL SPECIALIST	1.00	0.00	1.00	0.00
HAZARDOUS MATERIALS INVESTIGATOR	2.00	0.00	2.00	0.00
ADMINISTRATIVE SECRETARY	1.00	0.00	1.00	0.00
SENIOR SECRETARY	1.00	0.00	1.00	0.00
PERMIT TECHNICIAN	1.00	0.00	1.00	0.00
SECRETARY	1.00	0.00	1.00	0.00
ADMINISTRATIVE CLERK II	2.00	0.00	2.00	0.00
MAIL CLERK	1.00	0.00	1.00	0.00
 Department Sub-Total	 147.00	 0.00	 137.00	 10.00
 Department Total	 147.00 =====		 147.00 =====	

# PUBLIC WORKS DEPARTMENT

## Director of Public Works

(1) Administrative Analyst II  
(1) Administrative Secretary  
(.75) Administrative Intern



**AUTHORIZED PERSONNEL  
BUDGET YEAR 2004/2005**

\*\*\*-ALL FUNDS

	Adopted 2003/ 2004	Frozen 2003/ 2004	Adopted 2004/ 2005	Frozen 2004/ 2005
<b>2000-PUBLIC WORKS DEPARTMENT</b>				
DIRECTOR OF PUBLIC WORKS	1.00	0.00	1.00	0.00
DEPUTY DIRECTOR OF PUBLIC WORKS	2.00	0.00	2.00	0.00
TRANSPORTATION/DEVELOPMENT MANAGER	1.00	0.00	1.00	0.00
DESIGN & CONSTRUCTION SERVICES MGR	1.00	0.00	1.00	0.00
UTILITIES SUPERINTENDENT	1.00	0.00	1.00	0.00
WPCF MANAGER	1.00	0.00	1.00	0.00
AIRPORT MANAGER	1.00	0.00	1.00	0.00
SENIOR CIVIL ENGINEER	1.00	0.00	0.00	1.00
UTILITIES ENGINEER	2.00	0.00	2.00	0.00
LANDSCAPE MAINTENANCE MANAGER	1.00	0.00	1.00	0.00
STREETS MAINTENANCE MANAGER	1.00	0.00	1.00	0.00
SOLID WASTE MANAGER	1.00	0.00	1.00	0.00
UTILITIES OPERATIONS & MAINTENANCE MGR.	1.00	0.00	1.00	0.00
WATER INSTALLATION & MAINT.SUPVR.	0.00	0.00	0.00	0.00
WPCF OPERATIONS & MAINTENANCE MANAGER	1.00	0.00	1.00	0.00
WPCF SUPERVISOR	0.00	0.00	0.00	0.00
SENIOR TRANSPORTATION PLANNER	1.00	0.00	1.00	0.00
SUPERVISING CONSTRUCTION INSPECTOR	1.00	0.00	1.00	0.00
WATER POLLUTION CONTROL ADMINISTRATOR	1.00	0.00	1.00	0.00
LAB SUPERVISOR	1.00	0.00	1.00	0.00
SURVEY ENGINEER	1.00	0.00	1.00	0.00
ADMINISTRATIVE ANALYST III	1.00	0.00	1.00	0.00
ASSOC CIVIL ENGINEER	5.00	1.00	5.00	1.00
ASSOC TRANSPORTATION ENGINEER	2.00	0.00	2.00	0.00
WPCF OPERATIONS SUPERVISOR	1.00	0.00	1.00	0.00
WPCF MAINTENANCE SUPERVISOR	1.00	0.00	1.00	0.00
UTILITIES MAINTENANCE SUPERVISOR	1.00	0.00	1.00	0.00
AIRPORT OPERATIONS MANAGER	1.00	0.00	1.00	0.00
ASSOCIATE TRANSPORTATION PLANNER	1.00	0.00	1.00	0.00
LANDSCAPE MAINTENANCE SUPERVISOR	1.00	0.00	1.00	0.00
STREETS MAINTENANCE SUPERVISOR	1.00	0.00	1.00	0.00
ADMINISTRATIVE ANALYST II	3.00	0.00	3.00	0.00
SR.WATER POLLUTION SOURCE CONT.INSP	1.00	0.00	1.00	0.00
SR.WATER POLLUTION CONT.FAC.OPER.	1.00	0.00	1.00	0.00
ASSIST CIVIL ENGINEER	5.00	0.00	5.00	0.00
ASSISTANT TRANSPORTATION ENGR	1.00	0.00	1.00	0.00
SR.UTILITIES MAINTENANCE MECHANIC	1.00	0.00	1.00	0.00
REAL PROPERTY ASSOCIATE	1.00	0.00	1.00	0.00
SENIOR UTILITY LEADER	2.00	0.00	2.00	0.00
SENIOR UTILITY SERVICE REP.	1.00	0.00	1.00	0.00
FACILITIES ELECTRICIAN II	3.00	0.00	3.00	0.00
SURVEYOR	2.00	0.00	2.00	0.00
GROUNDSKEEPER III	1.00	0.00	1.00	0.00
SENIOR UTILITY CUSTOMER SERVICE LEADER	1.00	0.00	1.00	0.00
SENIOR MAINTENANCE LEADER	1.00	0.00	1.00	0.00
WPSC INSPECTOR	5.00	0.00	5.00	0.00
CONSTRUCTION INSPECTOR	8.00	0.00	8.00	0.00
WPCF LEAD OPERATOR	5.00	0.00	5.00	0.00
ADMINISTRATIVE ANALYST I	1.00	0.00	1.00	0.00
FACILITIES ELECTRICIAN I	1.00	0.00	1.00	0.00
RECYCLING SPECIALIST	1.00	0.00	1.00	0.00
+ UTILITIES MAINTENANCE MECHANIC	5.00	0.00	6.00	0.00
LABORATORY TECHNICIAN	3.00	0.00	3.00	0.00
WPCF OPERATOR	6.00	0.00	6.00	0.00
ADMINISTRATIVE SECRETARY	3.00	0.00	3.00	0.00
AIRPORT MAINTENANCE LEADER	1.00	0.00	1.00	0.00
UTILITY LEADER	5.00	0.00	5.00	0.00
ENGINEERING TECHNICIAN	5.00	0.00	5.00	0.00
CROSS CONNECTION CONTROL SPECIALIST	1.00	0.00	1.00	0.00
EQUIPMENT OPERATOR	2.00	0.00	2.00	0.00
TREE TRIMMER	3.00	1.00	3.00	1.00
GROUNDSKEEPER II	3.00	0.00	3.00	0.00



**AUTHORIZED PERSONNEL  
BUDGET YEAR 2004/2005**

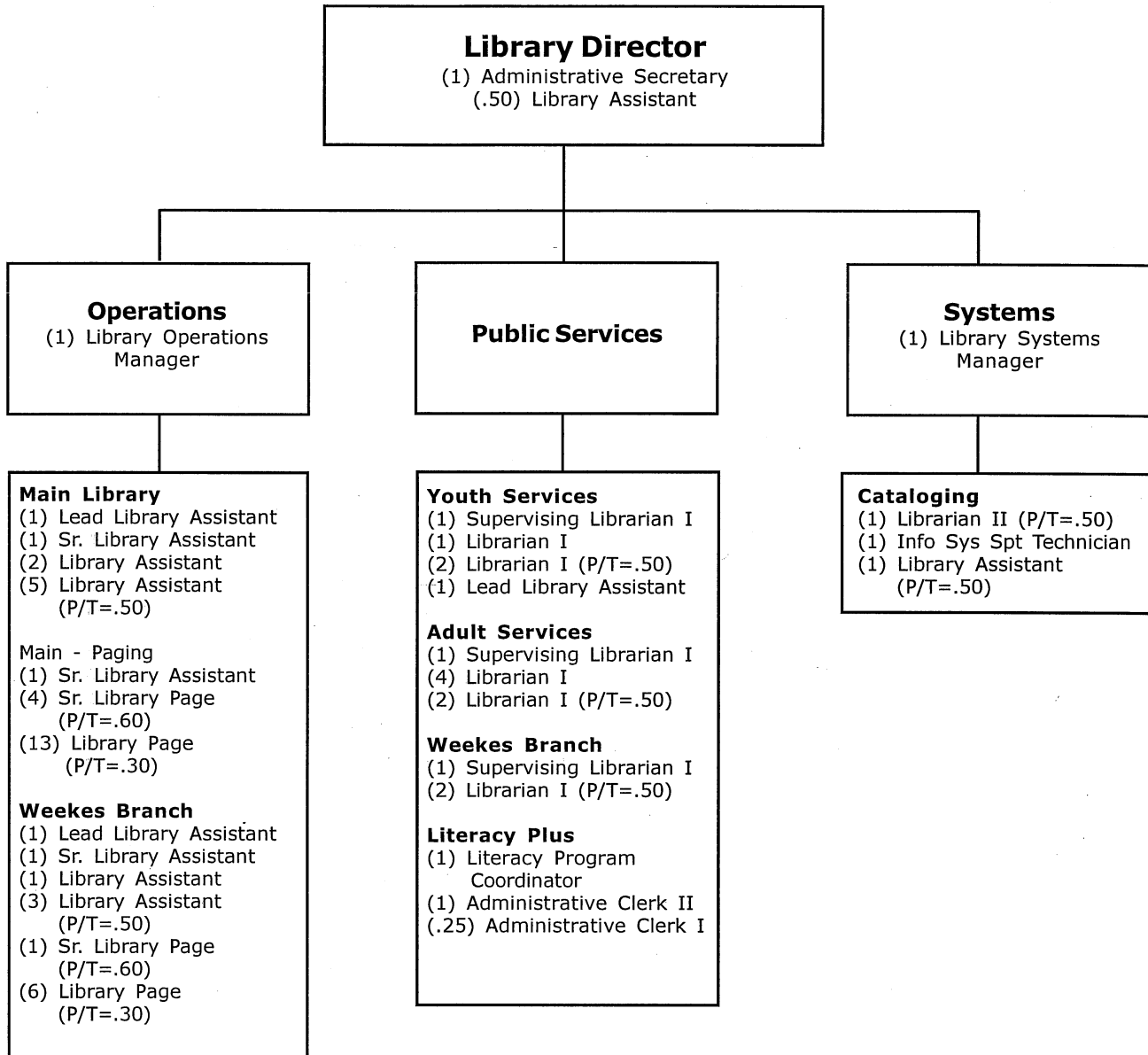
\*\*\*-ALL FUNDS

	Adopted 2003/ 2004	Frozen 2003/ 2004	Adopted 2004/ 2005	Frozen 2004/ 2005
<b>2000-PUBLIC WORKS DEPARTMENT</b>				
MAINTENANCE LEADER	3.00	0.00	2.00	1.00
SWEEPER EQUIPMENT OPERATOR	5.00	0.00	5.00	0.00
STOREKEEPER - EXPEDITER	1.00	0.00	1.00	0.00
AIRPORT MAINTENANCE WORKER	3.00	0.00	3.00	0.00
WATER METER MECHANIC	3.00	0.00	3.00	0.00
UTILITIES SERVICE WORKER	2.00	0.00	2.00	0.00
UTILITY WORKER	18.00	0.00	18.00	0.00
SENIOR SECRETARY	6.00	0.00	6.00	0.00
GROUNDSKEEPER I	18.00	0.00	16.00	2.00
MAINTENANCE WORKER	7.00	0.00	6.00	2.00
UTILITY SERVICE REPRESENTATIVE	1.00	0.00	1.00	0.00
WATER METER READER	2.50	0.00	2.50	0.00
LABORER	6.00	0.00	4.00	1.00
SECRETARY	4.00	0.00	4.00	0.00
ADMINISTRATIVE CLERK II	2.00	0.00	2.00	0.00
AIRPORT ATTENDANT	1.00	0.00	1.00	0.00
TECHNICAL INTERN	0.50	0.00	0.50	0.00
ADMINISTRATIVE INTERN	1.25	0.00	1.25	0.00
Department Sub-Total	202.25	2.00	196.25	9.00
Department Total	204.25 =====		205.25 =====	

+ This position has been added.

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## LIBRARY DEPARTMENT

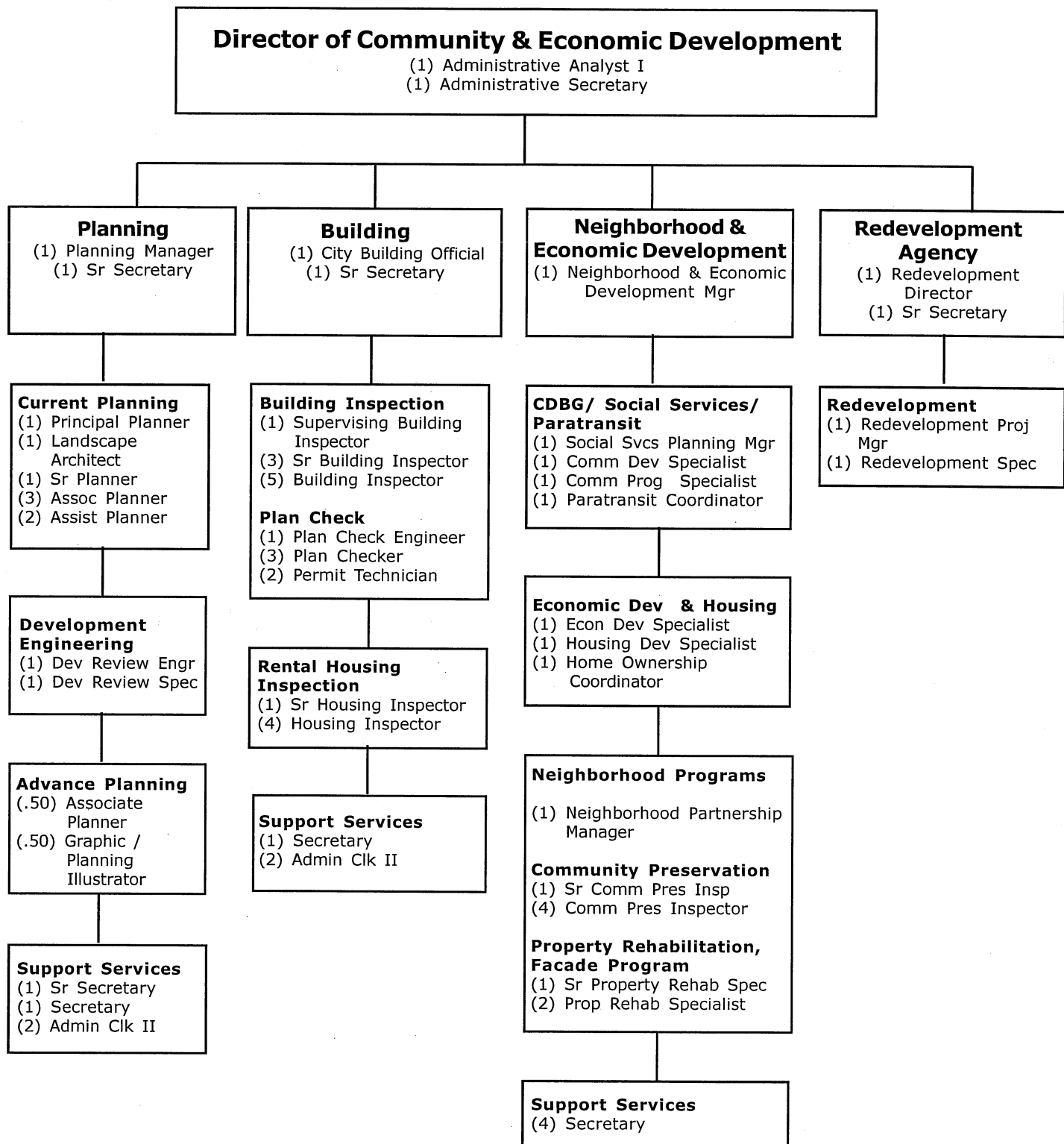


**AUTHORIZED PERSONNEL  
BUDGET YEAR 2004/2005**

\*\*\*-ALL FUNDS

	Adopted 2003/ 2004	Frozen 2003/ 2004	Adopted 2004/ 2005	Frozen 2004/ 2005
<b>3300-LIBRARY DEPARTMENT</b>				
LIBRARY DIRECTOR	1.00	0.00	1.00	0.00
LIBRARY SYSTEMS MANAGER	1.00	0.00	1.00	0.00
SUPERVISING LIBRARIAN I	3.00	0.00	3.00	0.00
LIBRARY OPERATIONS MANAGER	1.00	0.00	1.00	0.00
LIBRARIAN II	1.50	0.00	0.50	1.00
ADMINISTRATIVE SECRETARY	1.00	0.00	1.00	0.00
INFORMATION SYSTEMS SUPPORT TECHNICIAN	1.00	0.00	1.00	0.00
LIBRARIAN I	8.50	1.00	8.00	1.50
LITERACY PROGRAM COORDINATOR	1.00	0.00	1.00	0.00
LEAD LIBRARY ASSISTANT	3.00	0.00	3.00	0.00
DATA SYSTEMS OPERATOR	1.00	0.00	0.00	1.00
SENIOR LIBRARY ASSISTANT	3.00	0.00	3.00	0.00
LIBRARY ASSISTANT	9.50	1.00	8.00	2.50
ADMINISTRATIVE CLERK II	1.00	0.00	1.00	0.00
ADMINISTRATIVE CLERK I	0.25	0.00	0.25	0.00
SENIOR LIBRARY PAGE	3.00	1.20	3.00	1.20
LIBRARY PAGE	5.70	1.20	5.70	1.20
LITERACY PROGRAM INTERN	0.00	0.00	0.00	0.00
 Department Sub-Total	 45.45	 4.40	 41.45	 8.40
 Department Total	 ----- 49.85 =====		 ----- 49.85 =====	

# COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT



**AUTHORIZED PERSONNEL  
BUDGET YEAR 2004/2005**

\*\*\*-ALL FUNDS

	Adopted 2003/ 2004	Frozen 2003/ 2004	Adopted 2004/ 2005	Frozen 2004/ 2005
<b>4600-COMMUNITY&amp;ECON.DEV.DEPARTMENT</b>				
DIR.OF COMMUNITY & ECON. DEV.	1.00	0.00	1.00	0.00
CITY BUILDING OFFICIAL	1.00	0.00	1.00	0.00
PLANNING MANAGER	1.00	0.00	1.00	0.00
NEIGHBORHOOD & ECONOMIC DEVELOPMENT MNGR	1.00	0.00	1.00	0.00
REDEVELOPMENT DIRECTOR	1.00	0.00	1.00	0.00
PRINCIPAL PLANNER	1.00	0.00	1.00	0.00
DEVELOPMENT REVIEW ENGINEER	1.00	0.00	1.00	0.00
SOCIAL SERVICES PLANNING MANAGER	1.00	0.00	1.00	0.00
NEIGHBORHOOD PARTNERSHIP MANAGER	1.00	0.00	1.00	0.00
REDEVELOPMENT PROJECT MANAGER	1.00	1.00	1.00	1.00
LANDSCAPE ARCHITECT	1.00	0.00	1.00	0.00
SENIOR PLANNER	1.00	1.00	1.00	1.00
PLAN CHECKING ENGINEER	1.00	0.00	1.00	0.00
SUPERVISING BUILDING INSPECTOR	1.00	0.00	1.00	0.00
ASSOC PLANNER	4.00	0.00	3.50	0.50
SENIOR PLAN CHECKER	1.00	0.00	0.00	1.00
SR. BUILDING INSPECTOR/ELECTRICAL	1.00	0.00	1.00	0.00
SR. BUILDING INSPECTOR/PLUM-MECH.	1.00	0.00	1.00	0.00
SR. BUILDING INSPECTOR/STRUCTURAL	1.00	0.00	1.00	0.00
COMMUNITY DEVELOPMENT SPECIALIST	1.00	0.00	1.00	0.00
- ECONOMIC DEVELOPMENT SPECIALIST	2.00	1.00	1.00	1.00
HOUSING DEVELOPMENT SPECIALIST	1.00	0.00	1.00	0.00
REDEVELOPMENT SPECIALIST	1.00	0.00	1.00	0.00
PLAN CHECKER	3.00	0.00	3.00	0.00
SR.COMMUNITY PRESERVATION INSPECTOR	1.00	0.00	1.00	0.00
SR PROPERTY REHABILITATION SPECIALIST	1.00	0.00	1.00	0.00
SR HOUSING INSPECTOR	1.00	0.00	1.00	0.00
BUILDING INSPECTOR	5.00	1.00	5.00	1.00
PROPERTY REHABILITATION SPECIALIST	2.00	0.00	2.00	0.00
ADMINISTRATIVE ANALYST I	1.00	0.00	1.00	0.00
DEVELOPMENT REVIEW SPECIALIST	1.00	0.00	1.00	0.00
ASSISTANT PLANNER	2.00	0.00	2.00	0.00
HOME OWNERSHIP COORDINATOR	1.00	0.00	1.00	0.00
PARATRANSIT COORDINATOR	1.00	0.00	1.00	0.00
COMMUNITY PRESERVATION INSPECTOR	6.00	0.00	4.00	2.00
HOUSING INSPECTOR	4.00	0.00	4.00	0.00
ADMINISTRATIVE SECRETARY	1.00	0.00	1.00	0.00
COMMUNITY PROGRAMS SPECIALIST	2.00	0.00	2.00	0.00
GRAPHICS/PLANNING ILLUSTRATOR	1.00	0.00	0.50	0.50
SENIOR SECRETARY	4.00	0.00	4.00	0.00
SECRETARY	6.50	0.00	6.00	0.50
PERMIT TECHNICIAN	2.00	0.00	2.00	0.00
ADMINISTRATIVE CLERK II	4.00	0.00	4.00	0.00
ADMINISTRATIVE INTERN	0.50	0.50	0.00	1.00
Department Sub-Total	77.00	4.50	71.00	9.50
Department Total		81.50 =====		80.50 =====

- This position has been reduced.

# Personnel Summary – All Funds

Summary of all Authorized Personnel Changes

DEPARTMENT	POSITION	FROZ <sup>1</sup>	CHG <sup>2</sup>	EXPLANATION
<b>Mayor and City Council</b>				
	Administrative Analyst II (Unclassified)	(1.00)	-	Frozen
		(1.00)	0.00	
<b>City Manager</b>				
City Manager	Administrative Intern	(0.50)	-	Frozen
Technology Services	Computer Operator	(1.00)	-	Frozen
Technology Services	Information System Manager	(1.00)	-	Frozen
Technology Services	Programmer Analyst	(1.00)	-	Frozen
City Manager	Secretary (Confidential)	(1.00)	-	Frozen
Technology Services	Computer Operator	-	1.00	Program change to City Mgr from Police Dept
Technology Services	Network / Microcomputer Specialist	-	1.00	Program change to City Mgr from Police Dept
Technology Services	Programmer Analyst	-	1.00	Program change to City Mgr from Police Dept
Technology Services	Public Safety Information Manager	-	1.00	Program change to City Mgr from Police Dept
City Manager	Public Information Officer	-	(0.34)	Chg FTE from 1.0 to .66
		(4.50)	3.66	
<b>City Attorney</b>				
	Assistant City Attorney	-	-	Funding change from General to Liability Fund
		0.00	0.00	
<b>City Clerk</b>				
	Sr. Secretary	(0.50)	-	Chg FTE from 1.0 to .50, froze .50
		(0.50)	0.00	
<b>Human Resources</b>				
Administration	Human Resource Director	(1.00)	-	Frozen
		(1.00)	0.00	
<b>Finance</b>				
Administration	Administrative Clerk II	(1.00)	-	Frozen
Administration	Administrative Intern	(0.50)	-	Frozen
Administration	Auditor	(1.00)	-	Frozen
Facilities	Facilities Maintenance Supervisor	(1.00)	-	Frozen
Facilities	Secretary	(1.00)	-	Frozen
Accounting	Senior Account Clerk	(1.00)	-	Frozen
Accounting	Senior Accountant	-	1.00	Reorganization
Accounting	Accounting Technician	-	(1.00)	Reorganization
		(5.50)	0.00	
<b>Police</b>				
Crime Analysis Unit	Administrative Analyst II	(1.00)	-	Frozen
Office of the Chief	Administrative Analyst II	(1.00)	-	Frozen
Personnel and Training	Administrative Analyst II	(1.00)	-	Frozen
Animal Services Bureau	Animal Care Attendant	(1.00)	-	Frozen
Communications Bureau	Communications Operator	(0.50)	-	Frozen

## Personnel Summary – All Funds

Summary of all Authorized Personnel Changes

DEPARTMENT	POSITION	FROZ <sup>1</sup>	CHG <sup>2</sup>	EXPLANATION
Patrol Bureau	Community Service Officer	(2.00)	-	Frozen
Property and Evidence Unit	Community Service Officer	(2.00)	-	Frozen
Traffic Bureau	Community Service Officer	(1.00)	-	Frozen
Jail Bureau	Community Services Officer	(1.00)	-	Frozen
Crime Scene Unit	Crime Scene Technician	(1.00)	-	Frozen
Office of the Chief	Deputy Chief	(1.00)	-	Frozen
Chabot College	Police Officer	(1.00)	-	Frozen
DARE Program	Police Officer	(1.00)	-	Frozen
Downtown Bicycle Officer	Police Officer	(1.00)	-	Frozen
Investigation Bureau	Police Officer	(2.00)	-	Frozen
Narcotics Enforcement	Police Officer	(3.00)	-	Frozen
Police Officer Detective	Police Officer	(1.00)	-	Frozen
Special Duty Unit	Police Officer	(2.00)	-	Frozen
Office of the Chief	Police Officer	(3.00)	-	Frozen
Youth & Family Services	Police Officer	(1.00)	-	Frozen
Investigation Bureau	Police Records Clerk	(1.00)	-	Frozen
Youth & Family Services	Police Records Clerk	(2.00)	-	Frozen
Narcotics Unit	Police Sergeant	(1.00)	-	Frozen
Investigation Bureau	Senior Secretary	(1.00)	-	Frozen
Animal Services	Volunteer Program Assistant	(1.00)	-	Frozen
Youth & Family Svcs Bureau	YFSB Manager	(1.00)	-	Frozen
Public Safety Info Systems	Public Safety Information Manager	-	(1.00)	Program change from Police Dept to City Mgr
Public Safety Info Systems	Programmer Analyst	-	(1.00)	Program change from Police Dept to City Mgr
Public Safety Info Systems	Network / Microcomputer Specialist	-	(1.00)	Program change from Police Dept to City Mgr
Public Safety Info Systems	Computer Operator	-	(1.00)	Program change from Police Dept to City Mgr
Traffic Bureau	Police Records Clerk	-	1.00	Addition
Animal Services	Veterinary Technician	-	1.00	Addition
		(34.50)	(2.00)	
<b>Fire</b>				
Training	Battalion Chief	(1.00)	-	Frozen
Fire Operations	Fire Captain	(2.00)	-	Frozen
Fire Operations	Firefighter	(7.00)	-	Frozen
		(10.00)	0.00	
<b>Public Works</b>				
Design	Associate Civil Engineer	(1.00)	-	Frozen
Landscape Maintenance	Laborer	(1.00)	-	Frozen
Landscape Maintenance	Laborer / Groundskeeper	(2.00)	-	Frozen
Street Maintenance	Laborer / Maintenance Worker	(2.00)	-	Frozen
Street Maintenance	Maintenance Leader	(1.00)	-	Frozen
Design	Senior Civil Engineer	(1.00)	-	Frozen
Landscape Maintenance	Tree Trimmer	(1.00)	-	Frozen
* Water Maintenance Program	Utility Maintenance Mechanic	-	1.00	Addition
		(9.00)	1.00	
<b>Library</b>				
Library Catalog	Data Systems Operator	(1.00)	-	Frozen
Library Program	Librarian I	(1.50)	-	Frozen
Library Catalog	Library Assistant	(0.50)	-	Frozen



## Personnel Summary – All Funds

Summary of all Authorized Personnel Changes

DEPARTMENT	POSITION	FROZ <sup>1</sup>	CHG <sup>2</sup>	EXPLANATION
Library Operations	Library Assistant	(1.00)	-	Frozen
Library Program	Library Assistant	(1.00)	-	Frozen
Library Catalog	Librarian II	(1.00)	-	Frozen
Library Program	Library Page	(1.20)	-	Frozen
Library Program	Senior Library Page	(1.20)	-	Frozen
		<u>(8.40)</u>	<u>0.00</u>	
<b>CED</b>				
Current Planning	Administrative Intern	(0.50)	-	Frozen
* CDBG	Administrative Intern	(0.50)	-	Frozen
Building Inspection Program	Building Inspector	(1.00)	-	Frozen
Community Preservations	Community Preservation Inspector	(2.00)	-	Frozen
Economic Development	Economic Development Specialist	(1.00)	-	Frozen
* Redevelopment Agency	Redevelopment Project Manager	(1.00)	-	Frozen
Economic Development	Secretary	(0.50)	-	Frozen
Building Inspection Program	Senior Plan Checker	(1.00)	-	Frozen
Current Planning	Senior Planner	(1.00)	-	Frozen
Advanced Planning	Associate Planner	(0.50)		Chg FTE from 1.0 to .50, froze .50
Advanced Planning	Graphic / Planning Illustrator	(0.50)	-	Chg FTE from 1.0 to .50, froze .50
	Neighborhood Partnership Mgr	-	-	Funding change from General to CDBG Fund
* CDBG	Economic Development Specialist	-	(1.00)	Reduced
		<u>(9.50)</u>	<u>(1.00)</u>	
<b>Total</b>		<b>(83.90)</b>	<b>1.66</b>	

Note:

\* Non-General Fund positions.

1 - Listing of all FY 2004-2005 frozen positions.

2 - Change in position (+/-), other than frozen, from FY 2003-2004 to FY 2004-2005

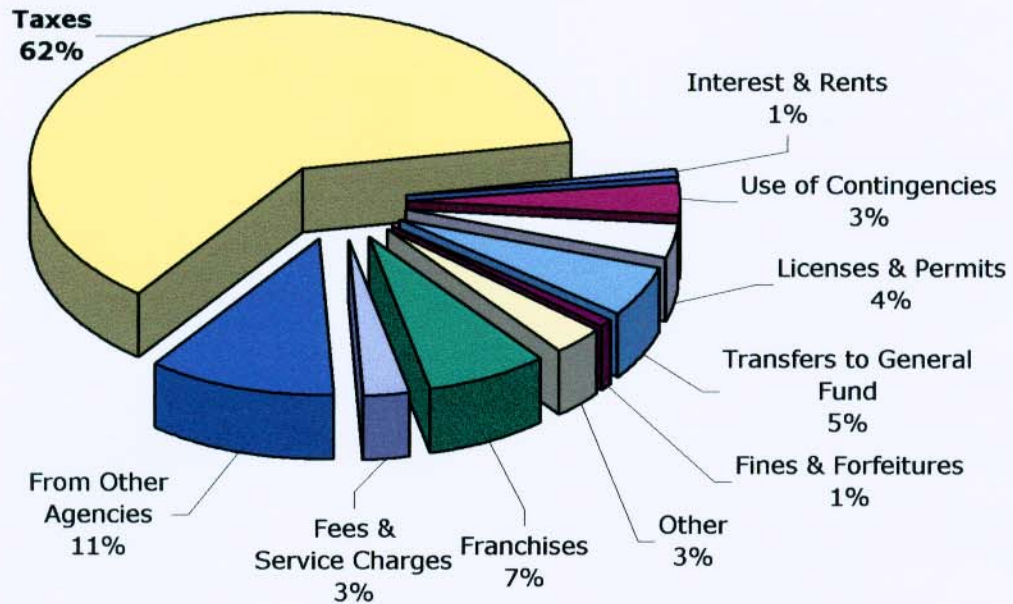
## **General Fund**

### **FUND DESCRIPTION**

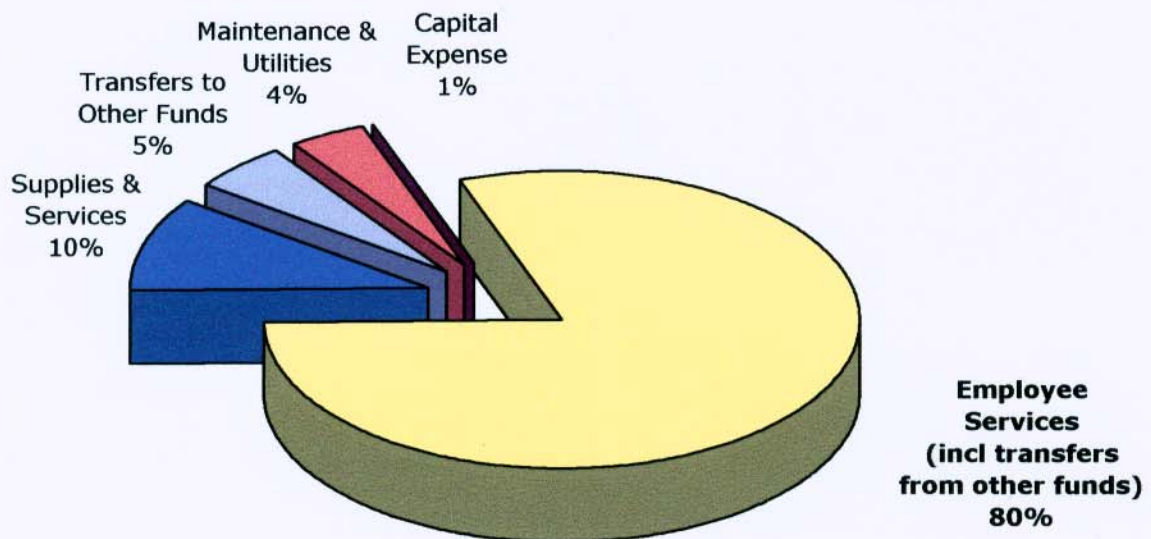
The General Fund is used to account for all revenues and expenditures necessary to carry out the basic governmental activities of the City that are not accounted for through other funds. The General Fund includes police and fire protection, planning, engineering, public works operations and maintenance, legal and administrative services, and other general government functions such as personnel and finance/budget activities.

**FY 2004-2005  
General Fund  
(\$93.9 Million)**

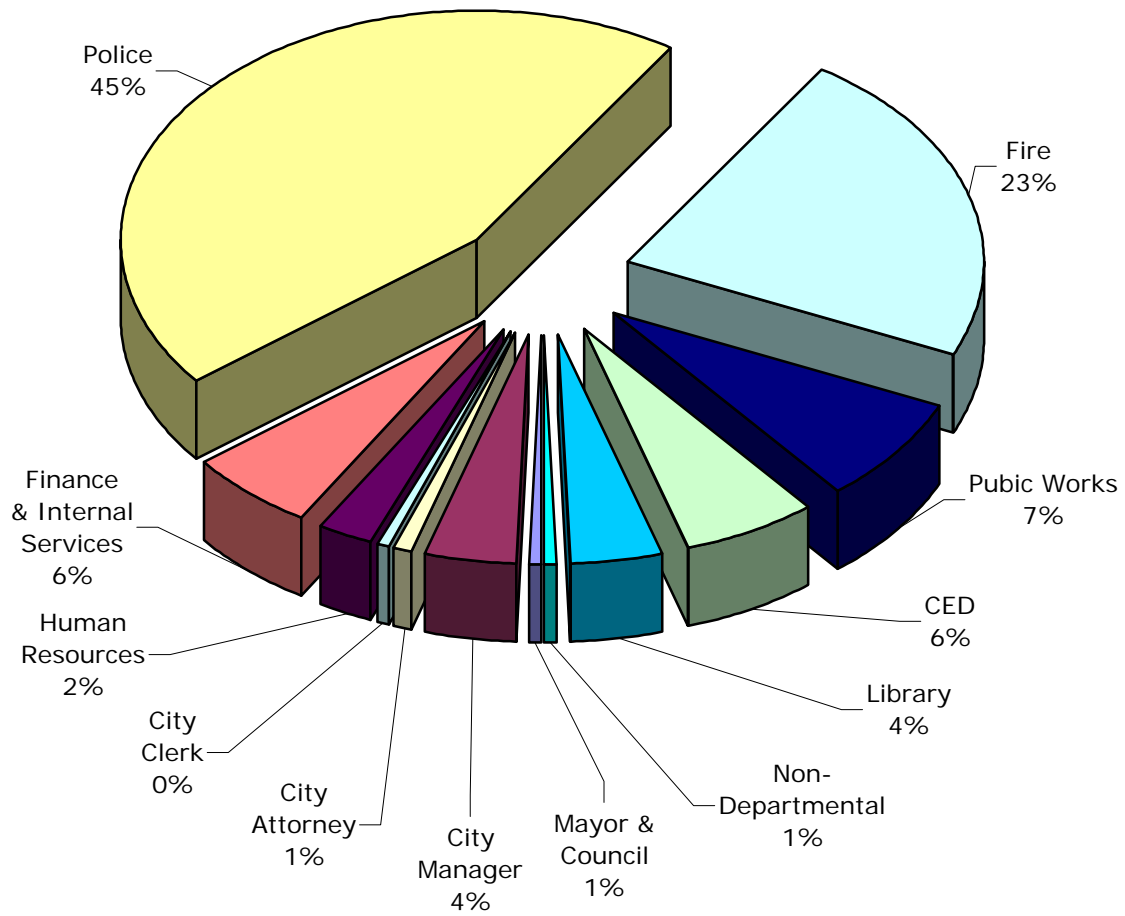
**Available Resources**



**Total Funds Required**



## General Fund by Department



**FY 2004-2005**  
**CITY OF HAYWARD - GENERAL FUND**  
**REVENUES AND EXPENDITURES**  
(\$ in 000'S)

	<b>ACTUAL 2002-2003</b>	<b>ADJUSTED 2003-2004</b>	<b>ESTIMATED 2003-2004</b>	<b>ADOPTED 2004-2005</b>
<b>REVENUES</b>				
Taxes	54,874	56,099	57,899	58,205
Franchises	5,394	5,715	5,715	6,822
Licenses & Permits	2,474	2,080	2,900	3,298
Interest & Rents	1,028	851	851	851
Fines & Forfeitures	1,378	845	845	887
From Other Agencies	11,492	9,273	9,024	10,535
Fees & Service Charges	2,523	2,224	2,500	2,531
Other	2,576	2,624	2,587	2,738
<i>Subtotal</i>	<u>81,739</u>	<u>79,711</u>	<u>82,321</u>	<u>85,867</u>
Transfers to General Fund (Detail on following page)	4,457	4,693	4,592	4,964
Use of Contingencies	<u>0</u>	<u>7,565</u>	<u>6,160</u>	<u>3,100</u>
<i>Total Resources Available</i>	<u><u>86,196</u></u>	<u><u>91,969</u></u>	<u><u>93,073</u></u>	<u><u>93,931</u></u>
<b>EXPENDITURES</b>				
Employee Services	71,603	77,695	78,700	79,065
Maintenance & Utilities	4,151	3,969	4,000	3,894
Supplies & Services	10,415	9,510	9,300	9,692
Capital Expense	1,023	109	125	75
Net Interdepartmental	<u>(3,603)</u>	<u>(3,407)</u>	<u>(3,405)</u>	<u>(3,693)</u>
<i>Subtotal</i>	<u>83,589</u>	<u>87,876</u>	<u>88,720</u>	<u>89,033</u>
Transfers from General Fund (Detail on following page)	<u>6,368</u>	<u>4,245</u>	<u>4,353</u>	<u>4,870</u>
<i>Total Funds Required</i>	<u>89,957</u>	<u>92,121</u>	<u>93,073</u>	<u>93,903</u>
<i>Excess Revenue (Expenditure)</i>	<u><u>(3,761)</u></u>	<u><u>(152)</u></u>	<u><u>0</u></u>	<u><u>28</u></u>
<b>GENERAL FUND BALANCE</b>				
Beginning Fund Balance	31,429	27,668	27,668	21,508
Excess Revenue (Expenditure)	(3,761)	(152)	0	28
Less Reserves Used	<u>0</u>	<u>(7,565)</u>	<u>(6,160)</u>	<u>(3,100)</u>
Ending Fund Balance	<u><u>27,668</u></u>	<u><u>19,951</u></u>	<u><u>21,508</u></u>	<u><u>18,436</u></u>

**FY 2004-2005**  
**CITY OF HAYWARD - GENERAL FUND**  
**TRANSFERS TO AND FROM**  
(\$ in 000'S)

	<b><u>ACTUAL</u></b> <b><u>2002-2003</u></b>	<b><u>ADJUSTED</u></b> <b><u>2003-2004</u></b>	<b><u>ADOPTED</u></b> <b><u>2004-2005</u></b>
<b>TRANSFERS TO GENERAL FUND</b>			
Cost Allocation	2,709	2,880	3,324
Trsfr from Special Gas Tax	1,239	1,250	1,264
Citizen's Option for Public Safety Grant	287	287	216
Law Enforcement Block Grant	208	175	160
Supplemental from Equip Mgmt Fund	0	100	0
Close Out from LID	14	0	0
<i>Total</i>	<u>4,457</u>	<u>4,692</u>	<u>4,964</u>

**TRANSFERS TO OTHER FUNDS**

Transfer to Capital Projects	1,140	0	0
Insurance Cost Allocation	1,043	1,043	1,388
Transfer to Centennial Hall	361	331	391
Capital trsfr to Trans Sys Improvement	374	250	200
Capital trsfr to Street Lighting	320	20	20
97 Refund, Capital Improvement Proj	548	551	549
Debt Service Transfer	2,506	2,427	2,322
Budget Reduction, Trsfr from Capital	0	(498)	0
All Others	76	121	0
<i>Total</i>	<u>6,368</u>	<u>4,245</u>	<u>4,870</u>

**FY 2004-2005**  
**CITY OF HAYWARD - GENERAL FUND**  
**REVENUE BY SOURCE**  
(\$ in 000'S )

	<b>ACTUAL 2002-2003</b>	<b>ADJUSTED 2003-2004</b>	<b>ADOPTED 2004-2005</b>
<b>TAXES</b>			
Property Tax	18,728,438	19,344,000	19,104,740
Sales Tax	25,779,520	25,780,000	26,500,000
Business Tax	2,103,418	2,025,000	2,100,000
Real Property Transfer Tax	4,971,171	4,900,000	6,300,000
Transient Occupancy Tax	1,214,604	1,500,000	1,200,000
Supplemental Improvement Tax	418,001	800,000	1,200,000
Emergency Facilities Tax	1,659,159	1,750,000	1,700,000
<i>Subtotal</i>	54,874,311	56,099,000	58,104,740
<b>FRANCHISES</b>			
Waste Management	2,181,701	2,200,000	2,762,000
Cable TV Franchise	1,085,766	880,000	880,000
PG & E	896,487	1,050,000	900,000
Water & Sewer Franchise	1,229,618	1,585,000	2,280,000
<i>Subtotal</i>	5,393,572	5,715,000	6,822,000
<b>LICENSES &amp; PERMITS</b>			
Construction Permits	1,703,676	1,350,000	2,510,600
Hazardous Permits	365,060	370,000	367,000
Other	405,397	359,865	420,356
<i>Subtotal</i>	2,474,133	2,079,865	3,297,956
<b>INTEREST &amp; RENTS</b>			
Interest Earned	918,645	851,000	810,700
Building & Parking Rental	109,240	0	40,300
<i>Subtotal</i>	1,027,885	851,000	851,000
<b>FINES &amp; FORFEITURES</b>			
Library Fines & Forfeitures	86,620	70,000	112,000
Drug Asset Seizures	0	0	0
Other	1,291,364	775,000	775,000
<i>Subtotal</i>	1,377,984	845,000	887,000

**FY 2004-2005**  
**CITY OF HAYWARD-GENERAL FUND**  
**REVENUE BY SOURCE continued**  
(\$ in 000'S )

	<b>ACTUAL 2002-2003</b>	<b>ADJUSTED 2003-2004</b>	<b>ADOPTED 2004-2005</b>
<b>FROM OTHER AGENCIES</b>			
Motor Vehicle In-Lieu Tax (VLF)	8,529,787	6,700,000	8,400,000
Sales Tax Public Safety Allocation	620,060	490,000	650,000
Fire Grants & Reimbursement	546,135	346,500	382,016
Police Grants & Reimbursement	1,529,873	1,453,272	830,816
Other	266,029	283,504	272,000
<i>Subtotal</i>	11,491,884	9,273,276	10,534,832
<b>FEES &amp; SERVICE CHARGES</b>			
Police Services	551,069	594,600	540,100
Plan Checking Fees	793,072	698,100	1,046,500
Fire Service Fees	256,027	218,400	219,250
Weed Abatement Collections	104,759	160,000	171,500
Rental Unit / Ordinance	33,713	20,000	0
Residential Rental Inspections	192,148	260,000	280,000
Other Fees and Charges	592,373	273,280	273,634
<i>Subtotal</i>	2,523,161	2,224,380	2,530,984
<b>OTHER REVENUE</b>			
Worker's Comp Insurance Refund	888,974	900,000	950,000
Other	1,687,356	1,724,095	1,788,500
<i>Subtotal</i>	2,576,330	2,624,095	2,738,500
<i>Total Revenue</i>	<u>81,739,260</u>	<u>79,711,616</u>	<u>85,767,012</u>



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**FY 2004-2005**  
**CITY OF HAYWARD - GENERAL FUND**  
**RESERVE AND DESIGNATION SCHEDULE**  
(\$ in 000'S)

	(As of 6/1/2004) <b>ESTIMATED*</b> <b>2003-04</b>	(As of 6/1/2005) <b>ADOPTED*</b> <b>2004-05</b>
<b>RESERVED FOR:</b>		
Encumbrances	1,147,000	1,147,000
Inventory	119,828	119,828
Advances	1,336,000	1,336,000
<i>Subtotal</i>	<u>2,602,828</u>	<u>2,602,828</u>
 <b>DESIGNATED FOR:</b>		
Economic Uncertainty	7,000,000	7,000,000
Liquidity	3,500,000	3,500,000
Public Safety Radio System	2,250,000	2,250,000
Hotel/Convention Center	1,250,000	1,250,000
Undesignated	4,905,209	1,833,524
<i>Subtotal</i>	<u>18,905,209</u>	<u>15,833,524</u>
<i>Total Fund Balance</i>	<u><u>21,508,037</u></u>	<u><u>18,436,352</u></u>

Note:

\* Total fund balance amounts shown above are projected amounts.

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## FUND SUMMARY BY EXPENDITURE CATEGORY

100

### GENERAL FUND

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
EMPLOYEE SERVICES	71,603,139	77,695,264	79,065,841
MAINTENANCE & UTILITIES	4,151,449	3,968,743	3,893,803
SUPPLIES & SERVICES	10,414,694	9,490,231	9,691,613
CAPITAL EXPENSE	612,613	143,103	75,000
	-----	-----	-----
SUBTOTAL	86,781,895	91,297,341	92,726,257
NET INTERDEPARTMENTAL	3,603,146-	3,407,358-	3,693,469-
	-----	-----	-----
TOTAL	83,178,749	87,889,983	89,032,788
	=====	=====	=====

## AUTHORIZED PERSONNEL BUDGET YEAR 2004/2005

### 100-GENERAL FUND

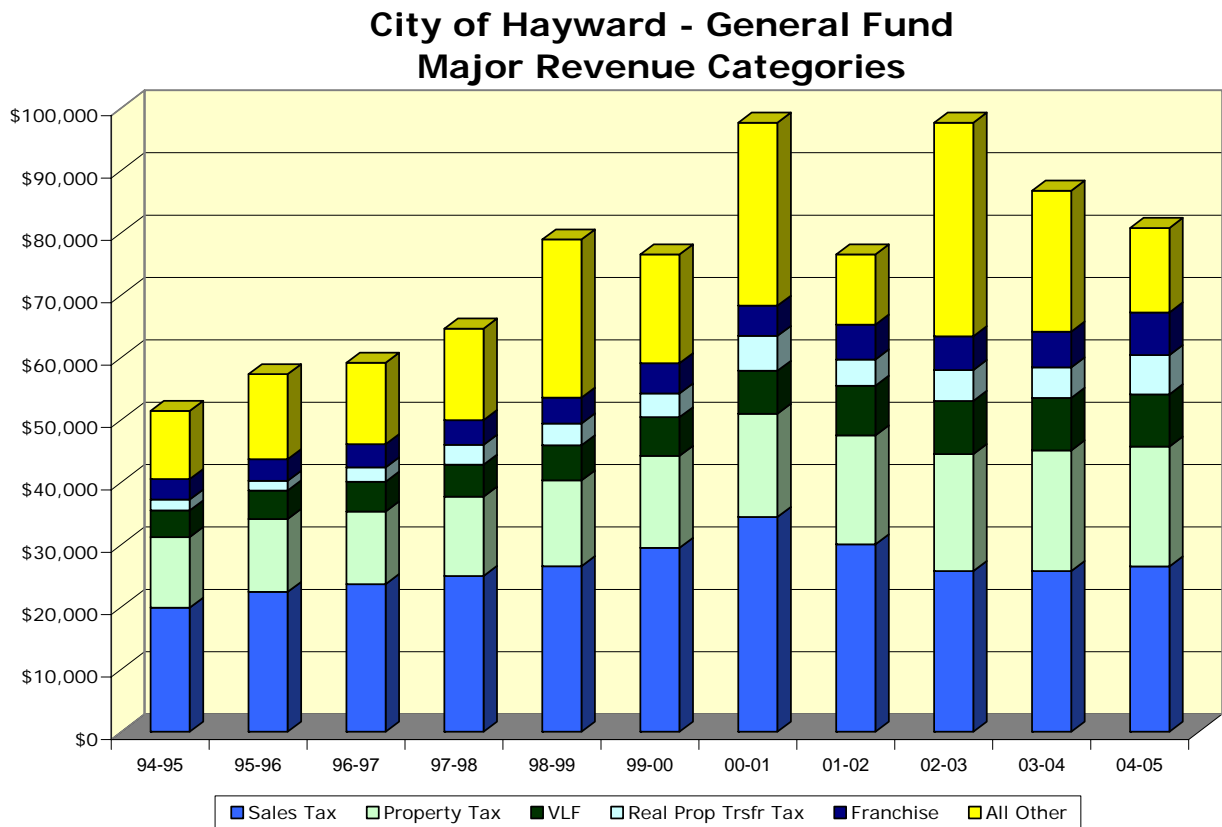
DEPARTMENT NAME	Adopted 2003/ 2004	Frozen 2003/ 2004	Adopted 2004/ 2005	Frozen 2004/ 2005
1100-MAYOR AND COUNCIL DEPARTMENT	8.50	1.00	8.50	1.00
1200-CITY MANAGER DEPARTMENT	20.50	1.00	20.66	4.50
1300-CITY ATTORNEY DEPARTMENT	7.00	0.00	6.00	0.00
1400-CITY CLERK DEPARTMENT	4.50	0.00	4.00	0.50
1600-HUMAN RESOURCES DEPARTMENT	7.00	0.00	6.00	1.00
1700-FINANCE DEPARTMENT	36.00	2.50	33.00	5.50
1800-POLICE DEPARTMENT	333.20	4.00	300.70	34.50
1900-FIRE DEPARTMENT	147.00	0.00	137.00	10.00
2000-PUBLIC WORKS DEPARTMENT	84.75	2.00	77.75	9.00
3300-LIBRARY DEPARTMENT	45.45	4.40	41.45	8.40
4600-COMMUNITY&ECON.DEV.DEPARTMENT	61.00	3.00	55.00	8.00
Fund Sub-Total	754.90	17.90	690.06	82.40
Fund Total		772.80		772.46
		=====		=====

## General Fund

### Description of Significant Revenues

#### GENERAL FUND REVENUES

The City of Hayward's General Fund is supported from a variety of revenue sources. For FY 2004-2005, the two main sources, sales tax and property tax, make up 54 percent of revenues. Other important revenue sources include Motor Vehicle In-Lieu Fee (VLF), Real Property Transfer Tax, and Franchise Fees. The follow chart displays the major revenue categories for the past decade.



## General Fund

### Description of Significant Revenues

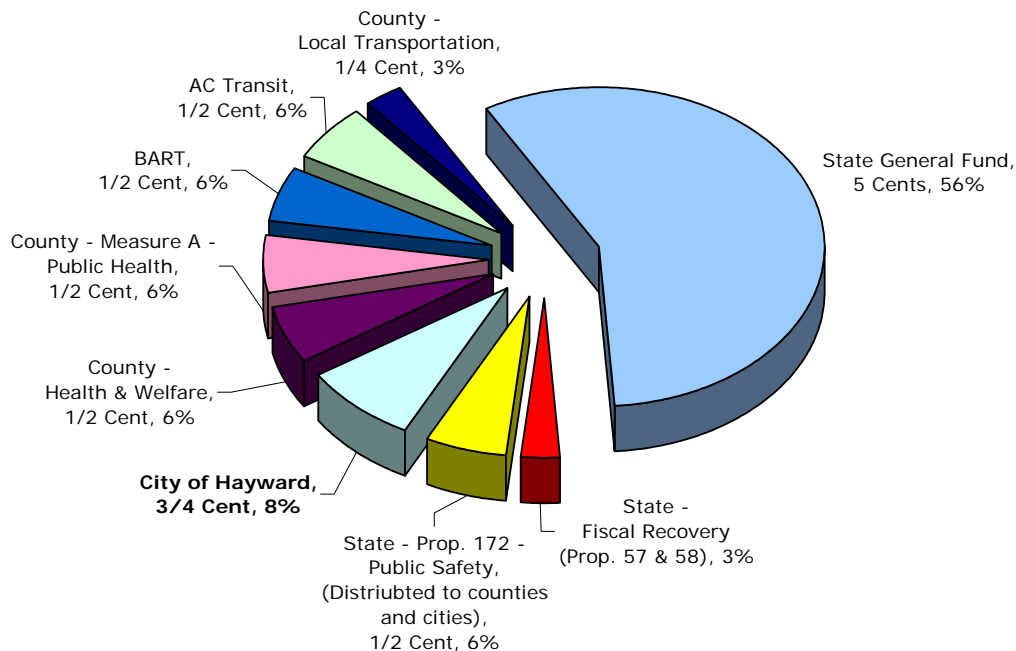
#### Sales and Use Tax

Sales Tax is an excise tax imposed on retailers for the privilege of selling tangible personal property. Use Tax is an excise tax imposed on a person for the storage, use, or other consumption of tangible personal property purchased from any retailer.

On March 2, 2004, voters approved Alameda County Measure A (Essential Health Care Services Tax), increasing the county sales tax by .50 cents (effective July 1, 2004). Voters also approved State Proposition 57 and 58 (\$15 billion dollar State bond measure and reform package), shifting  $\frac{1}{4}$  cent of sales tax revenue from the City to the State (known as "triple flip"). This three-step transaction transfers  $\frac{1}{4}$  cent of City sales tax revenue to the State, shifts property taxes from schools to cities and counties to make up for the lost sales tax proceeds, and reimburses schools for lost property tax revenues out of the State's General Fund. The details for the property tax portion of the equation have yet to be finalized by the State.

The proceeds of sales and use taxes imposed within the boundaries of the City Of Hayward are distributed by the State Board of Equalization to various agencies, as shown below:

#### Alameda County Sales and Use Tax Distribution (8.75 cents per dollar)



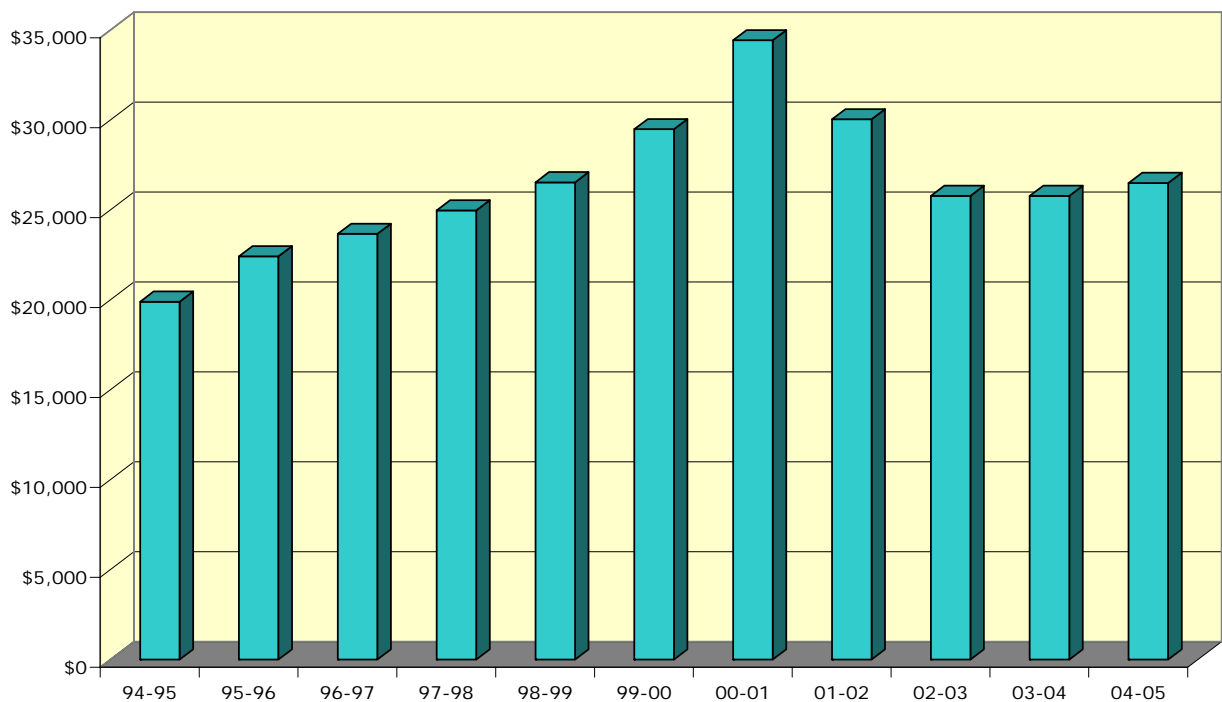
## General Fund

### Description of Significant Revenues

Sales tax is the largest General Fund revenue source, estimated at \$26.5 million (31 percent of General Fund revenue) for FY 2004-2005. Sales Tax is heavily relied upon to fund critical government services such as police and fire protection, public works services, community planning, social services, and the library system. For FY 2004-2005, Sales Tax revenue includes a three percent growth rate over the FY 2003-2004 revised amount of \$25.8 million. The following chart represents the City's Sales Tax revenue over the past decade.

### City of Hayward Sales and Use Tax Revenue

*\$'s in 000's*



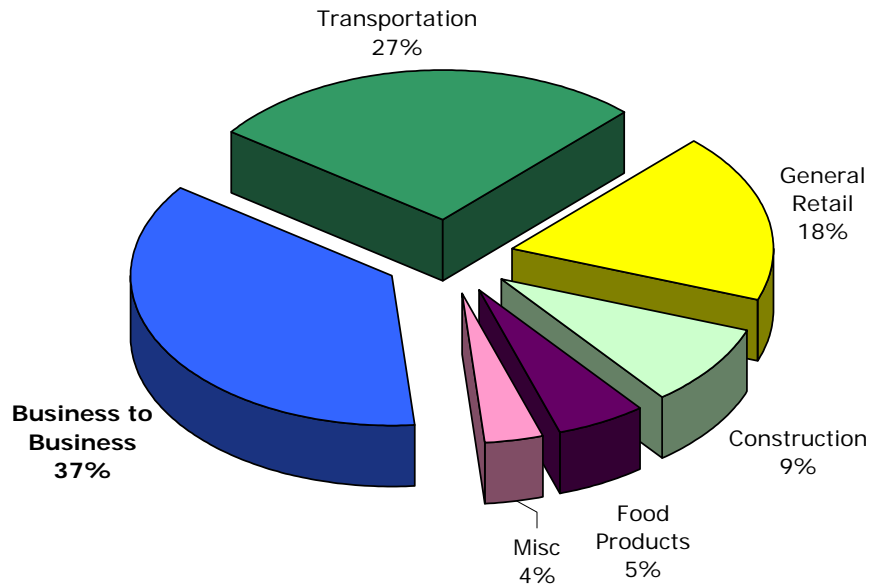
Hayward benefits from having a broad economic base from which sales tax is generated. The largest economic category, which is "business to business," represents nearly 37 percent of City sales tax revenue. That is, businesses that sell primarily to other businesses, where the transaction is taxable. This category has been in decline over the past few years; however, we are now starting to see some stabilization. All other sales tax categories have remained stable in the past few years, and we expect sales tax revenue to grow by three percent in the next year.

The top-producing business categories for sales tax include new vehicle dealers, light industrial, department stores, heavy industrial, service stations, drugs/chemicals, stationery/bookstores, auto parts dealers, specialty stores, and contractors. This diverse base of economic activity continues to provide Hayward with a solid revenue foundation.

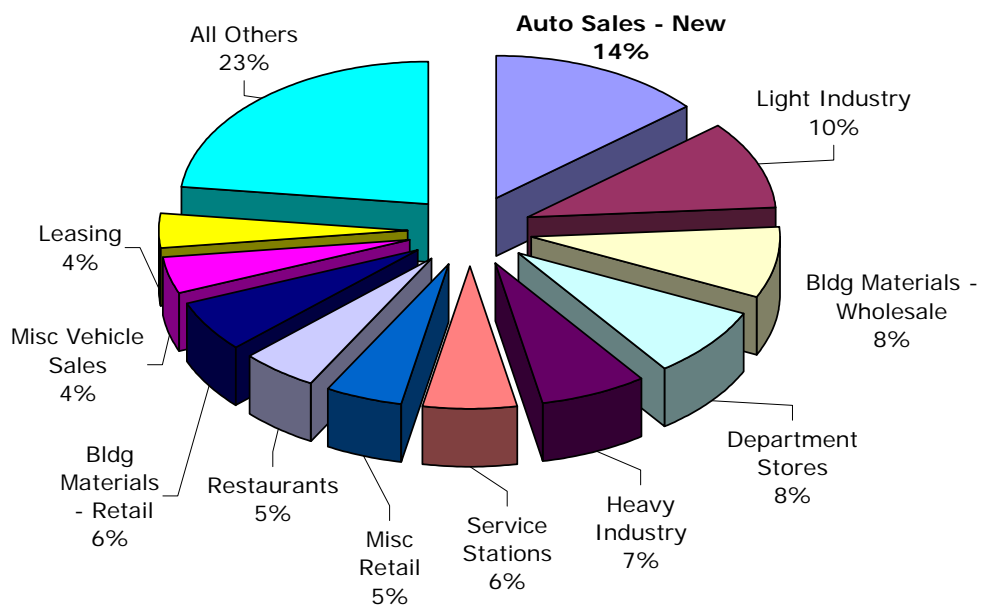
In the past couple of years, Hayward's largest sales tax categories showed a decline (new auto sales and light industry), while the amount for all other categories remained relatively flat. Staff estimates a reversal of this trend in the upcoming year. The following graphs represent Hayward's sales tax revenue, by economic category and business segment.

**General Fund**  
Description of Significant Revenues

**Sales Tax by Economic Category**



**Sales Tax By Business Segment**





<b>General Fund</b> Description of Significant Revenues
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## **PROPERTY TAX**

Property tax is an ad valorem (value-based) tax imposed on real property and tangible personal property within the City's jurisdiction. The largest element of property tax includes secured or real property. For most of us, real property is our house and the land on which the house was built. The Property Tax is determined by two factors: the assessed value of the property and the tax rate for the area in which the property is located. The two factors are controlled through the provisions of Proposition 13.

In 1978, California voters passed Proposition 13. This voter-approved initiative substantially changed the taxation of real property in California. Under Proposition 13, the general tax rate cannot exceed one percent of a property's assessed value. Proposition 13 also places limits on when real property can be reappraised.

Under Proposition 13, reappraisal of real property and increases in assessed value of real property are limited. Real property can be reappraised only: 1) when a change in ownership occurs, 2) when new construction is completed, or 3) when new construction is partially completed on the lien date. When one of these things happens, the county assessor is mandated under Proposition 13 to reappraise the property. The appraised value established by the assessor when one of the first two events occurs is called the base year value of the property.

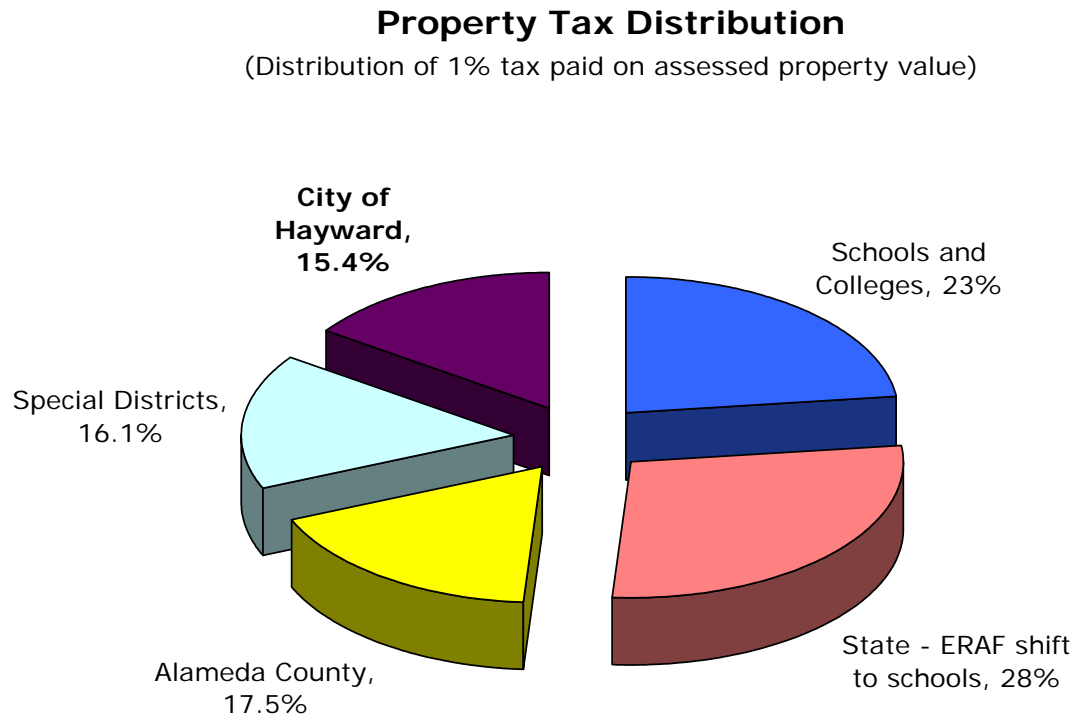
Except for these three instances, Proposition 13 limits how much the assessed value of a property may be increased in any one year. Proposition 13 provides that the assessed value of a property may be increased annually by an inflation factor, based on the California Consumer Price Index (CCPI). However, it may not be increased by more than two percent in any one year as a result of this inflation factor. This adjusted assessed value is called the trended base year value.

The other element of property tax includes non-secured, or personal property, which is tangible property, such as machinery. Business owners who have taxable personal property cost of \$100,000 or more are required to submit a Business Property Statement annually. Similarly, owners of aircraft and boats are required to file a Vessel Property Statement.

In the early 1990's, the State experienced a recession and budget deficit. To offset its fiscal shortfall, the State shifted property tax revenues from cities to local schools (a State action that was enabled by a provision of Proposition 13). The legislation that created this shift established the Educational Revenue Augmentation Fund (ERAF), and relieved some of the State general fund obligation for school funding.

<b>General Fund</b> Description of Significant Revenues
--

Property Tax is distributed by the State as follows:



## General Fund

### Description of Significant Revenues

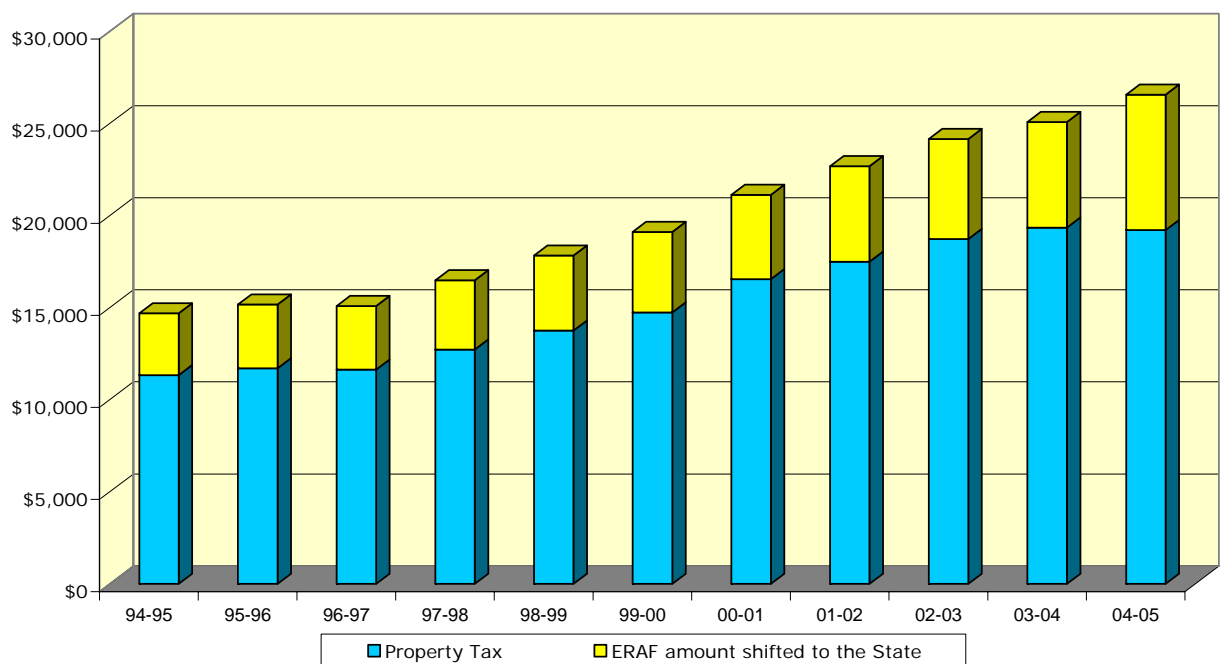
Property Tax provides the second largest source of revenue to the General Fund, estimated at \$19.2 million (22 percent of General Fund revenue) for FY 2004-2005. This revenue source continues to reflect both an active real estate market in terms of the number of sales and a market where values outpace inflation. Staff believes property tax will continue to show strong growth through FY 2004-2005 and has applied a six percent growth factor to the FY 2003-2004 budget of \$19.3 million. Unfortunately, not all of this growth will accrue under the Governor's budget as it now stands. Staff estimates about \$1.4 million will be shifted to the State to augment the Educational Revenue Augmentation Fund (ERAF), leaving the City with a net two percent decline.

The following represents the City's Property Tax revenue over the past decade.

### City of Hayward Property Tax Revenue

(including ERAF shifted to the State)

*\$'s in 000's*



As seen above, the ERAF shift continues to dramatically affect city revenues and the fiscal health of cities. For FY 2003-04, this shift translated into a \$5.7 billion shift of city, county and special district revenue to the State general fund. Since its inception, the ERAF shift has deprived local governments of nearly \$40 billion. Counties have borne 76 percent of this shift; cities have borne 16 percent.

## General Fund

### Description of Significant Revenues

#### MOTOR VEHICLE LICENSE FEES ("IN-LIEU TAX")

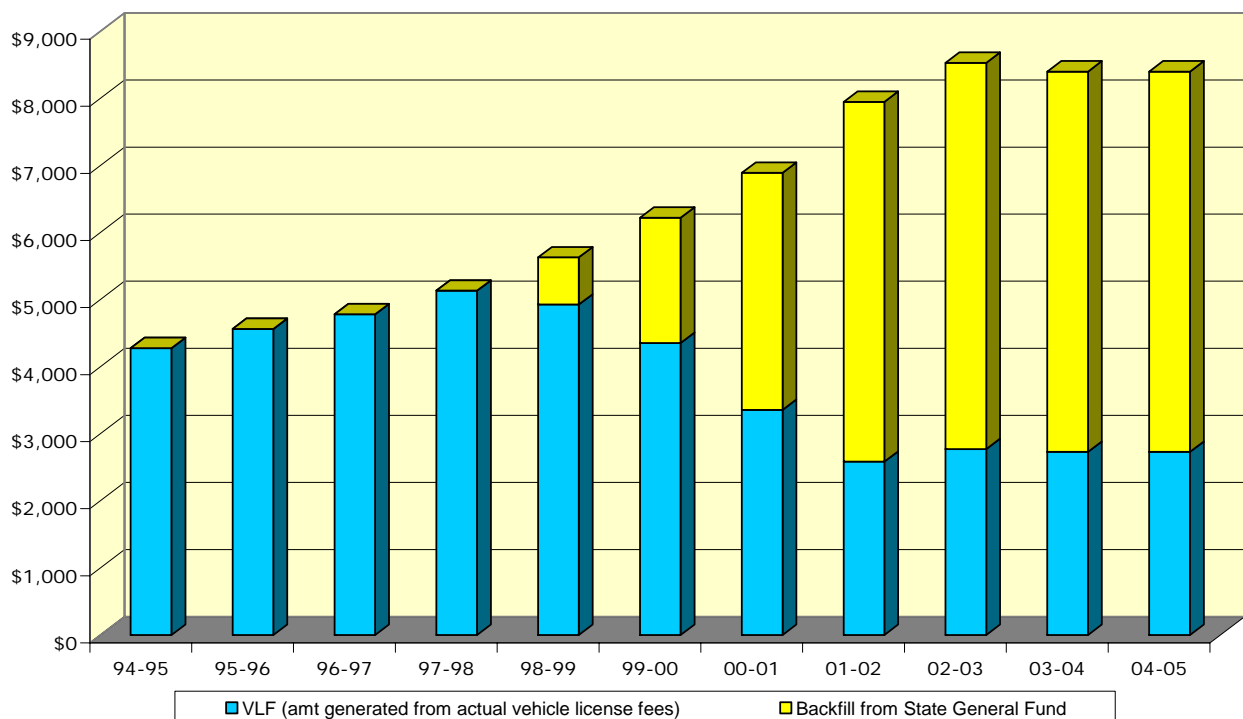
The Motor vehicle License Fee (VLF) is a tax on the ownership of a registered vehicle in place of taxing vehicles as personal property. The in-lieu tax is calculated based on individual vehicles' market value and depreciation rate. The fee schedule is established and modified legislatively at the State level, and revenues derived from motor vehicle license fees are apportioned to cities and counties on the basis of population.

Since 1948, the VLF tax rate had been two percent. In 1998, the Legislature and governor began cutting the tax, "backfilling" the loss to local governments with a like amount of State general fund money. Of the amount of VLF that went to cities in FY 2002-03, about one-third was from actual VLF paid by vehicle owners and two-thirds was the backfill amount from the State general fund. The backfill amount could be at risk in the future as the State continues to balance its budget.

Historically the City of Hayward has been able to rely on VLF as a stable and increasing source of General Fund revenue; however, based on the State's budget crisis, the actual amount the City will receive is uncertain. The estimate of \$8.4 million (9% of General Fund revenue) for FY 2004-05 makes the assumption that the State will take no action that limits or eliminates revenue going to local jurisdictions.

#### City of Hayward VLF Revenue

(\$'s in 000's)



## General Fund

### Description of Significant Revenues

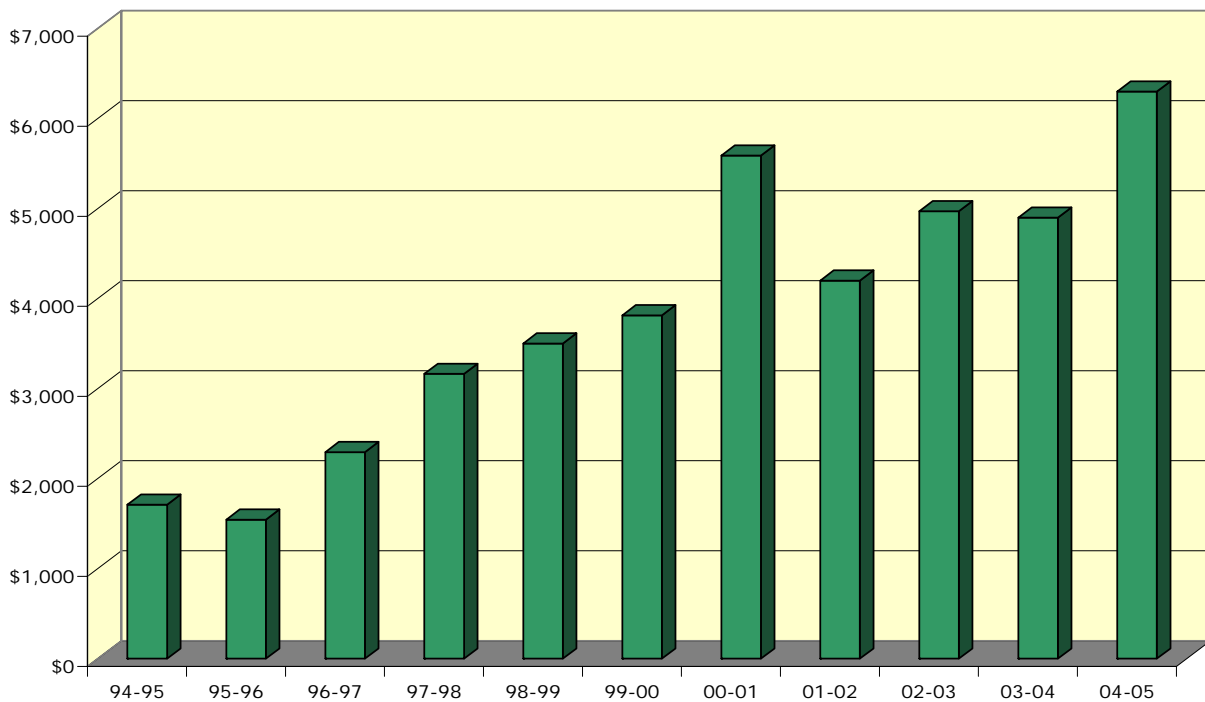
#### REAL PROPERTY TRANSFER TAX

The Real Property Transfer Tax is levied on the value of the sale of real property. It typically is paid by the buyer, but can be paid by the seller or a combination of the two. The City Council has the authority to set a real property transfer tax as a general tax. In 1992-93, the City increased its real property transfer tax to \$4.50 per thousand dollars, based on the full purchase price of residential, commercial and industrial property transfers. When combined with the \$1.10 documentary stamp tax levied by Alameda County, the total rate applied to property sales in Hayward is \$5.60 per thousand dollars.

Real Property Transfer Tax is a volatile revenue source; based solely on the frequency and magnitude of local real estate transactions. As real estate transactions increase, so to has this revenue source. FY 2004-05, this revenue is projected to increase 29 percent, from the FY 2003-2004 budget of \$4.9 million to \$6.3 million (7% of General Fund revenue) for FY 2004-2005. Staff believes that low mortgage rates are a key factor contributing to the growth of this revenue source. Consequently, as long as the economy continues to enjoy low interest rates, this revenue will stay at its current level or higher.

#### City of Hayward Real Property Transfer Tax Revenue

*(\$'s in 000's)*



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## **MAYOR AND CITY COUNCIL**

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### **MAYOR AND COUNCIL PROGRAM**

- Policy Development
- Constituent Issues
- Cable Television Regulation
- Promotions and Community Events
- Federal/State Legislation
- Municipal Access Television Channel
- Alameda County Congestion Management Agency
- Alameda County Housing Authority
- Associated Community Action Program Governing Board
- East Bay Dischargers Joint Powers Authority
- Alameda County Waste Management Authority
- Alameda County Source Reduction and Recycling Board

## **Mayor and City Council Department**

### **MISSION STATEMENT**

The Hayward City Council is comprised of the Mayor and six Council Members, who are each elected at-large for four-year terms. The Council is responsible for representing the citizens of Hayward, providing policy and programmatic direction to the City and City staff, and ensuring staff accountability for carrying out policies that are responsive to the needs of the community. The Mayor and City Council also act as the Chair and Board of the Hayward Redevelopment Agency and act as Hayward's Regulatory Authority of cable television operators at the basic tier service level.

### **Mayor and City Council Program**

The Mayor and City Council are the governing body of the City of Hayward. Council Members also serve on standing committees of the Council, which concentrate on local concerns. Resident input and participation is actively solicited by appointing residents to boards and commissions and ad hoc task forces such as neighborhood planning task forces. The Mayor and City Council provide policy direction to staff on the Council's priority issues.

The Mayor and City Council Program provide general administrative and support services to the Mayor and City Council members. This includes legislative tracking, investigation and timely response to residents' inquiries and complaints, staffing ad hoc committees, the Board and Commission Gala, community relations and promotion, and planning and coordination of special community-wide events. The program provides administration of the City's cable television franchise agreement, is responsible for cable regulatory activities for the basic tier cable service and related equipment and installation charges, and manages the City's municipal access television channel KHRT (Channel 15), which produces Focus on Hayward, as well as providing direction for enhancements to the City's Home Page.

### **2003-04 DEPARTMENT ACCOMPLISHMENTS**

1. Provided policy direction regarding overall fiscal management issues.
2. Provided policy direction for the Route 238 Corridor Improvement Project.
3. Provided policy direction regarding development for the B Street and Foothill Boulevard project.
4. Continued to provide policy direction regarding implementation of the Cannery Project.
5. Approved the following ordinances: Re-zoning, Pre-zoning and New Special Design Overlay Zoning District in the Mission-Garin area; Regulating Wood-Burning Appliances and Amending the Mobile home Space Rent Stabilization Ordinance.
6. Provided leadership for marketing the City.

### **2004-05 DEPARTMENT OBJECTIVES**

1. Provide policy direction regarding the cinema/retail project proposed for the former Albertson's parcel at Foothill Boulevard and B Street.

<b>Mayor and City Council Department</b>
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2. Continue to provide policy direction for the Route 238 Corridor Improvement Project.
3. Continue to provide policy direction regarding the Cannery Project.
4. Continue to provide policy direction regarding overall fiscal management issues.
5. Continue to provide leadership for marketing the City.
6. Continue to provide policy direction regarding Mt. Eden Annexation Study.



FUND: GENERAL FUND  
PROGRAM MANAGER: JOANNE BURKMAN

FUND NUMBER: 100-1100

## DEPARTMENT SUMMARY BY EXPENDITURE CATEGORY

### MAYOR AND COUNCIL DEPARTMENT

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
EMPLOYEE SERVICES	351,929	377,114	401,585
MAINTENANCE & UTILITIES	1,120	2,823	2,823
SUPPLIES & SERVICES	56,655	61,424	66,023
CAPITAL EXPENSE	0	0	0
	-----	-----	-----
SUBTOTAL	409,704	441,361	470,431
NET INTERDEPARTMENTAL	883-	0	0
	-----	-----	-----
TOTAL	408,821 =====	441,361 =====	470,431 =====

## AUTHORIZED PERSONNEL BUDGET YEAR 2004/2005

### 100-GENERAL FUND

#### 1100-MAYOR AND COUNCIL DEPARTMENT

	Adopted 2003/ 2004	Frozen 2003/ 2004	Adopted 2004/ 2005	Frozen 2004/ 2005
MAYOR	1.00	0.00	1.00	0.00
CITY COUNCIL	6.00	0.00	6.00	0.00
ADMINISTRATIVE ANALYST II (UNCLASSIFIED)	0.00	1.00	0.00	1.00
ADMINISTRATIVE SECRETARY (CONF)	1.00	0.00	1.00	0.00
SENIOR SECRETARY (CONF)	0.00	0.00	0.00	0.00
TECHNICAL ASSISTANT	0.50	0.00	0.50	0.00
Department Sub-Total	8.50	1.00	8.50	1.00
	-----	-----	-----	-----
Department Total	9.50 =====		9.50 =====	

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## **CITY MANAGER DEPARTMENT**

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### **OFFICE OF THE CITY MANAGER**

- Policy Analysis
- Department/Council Liaison
- Overall Staff Direction and Leadership

### **PUBLIC INFORMATION PROGRAM**

- Public Education on City Services and Events
- Media Relations
- Crisis Communications

### **TECHNOLOGY SERVICES DIVISION\***

- Citywide Technology Planning/Coordination
- Strategy Development and Implementation
- Evaluation of Emerging Technologies

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\* All Technology Services programs have been combined, to include the Public Safety Technology Services Bureau, which was transferred from the Police Department to the City Manager Department, Technology Services Division.

## **City Manager Department**

### **MISSION STATEMENT**

The mission of the City Manager Department is to assist the City Council in developing policies that are responsive to the needs of the community, to ensure effective implementation of adopted policies, and to provide direction and leadership to employees of the organization.

### **Office of the City Manager**

The Office of the City Manager carries out the general administrative responsibilities of managing the City of Hayward. This includes implementing policies adopted by the City Council and providing liaison between the City Council and City departments.

### **Public Information Program**

The Public Information Program plans, implements and manages the City communications program. Specific efforts are directed toward marketing economic development activities, public education about City services and events, and crisis communications. Other areas of focus include media relations, coordination with external organizations, development of publications, as well as responding to general community information needs.

### **Technology Services Division**

Technology Services prioritizes, coordinates and implements technology initiatives that are consistent with the strategic goals and resources of the City. This includes identifying new approaches and emerging technologies that respond to the changing needs of City services, and to the unique operational needs of City departments. In addition, Technology Services provides a comprehensive management information system for all City departments on selected computer applications and maintains and supports the City's development process tracking system and the City's financial database. This includes installing, managing and maintaining the City's Local and Wide Area Networks, as well as the mainframe, and supporting the technology needs of minicomputer, microcomputer and network users.

This division provides planning, integration management, technical services and training support for specialized police and fire operational systems, which include telephone, cellular telephone, radio frequency, cellular data and computer technologies.

### **2003-04 DEPARTMENT ACCOMPLISHMENTS**

1. Provided administrative oversight for the Cannery Area Project and the 238 Corridor Improvement Project.
2. Provided oversight for the completion of the Mission-Garin Annexation Study.
3. Provided oversight regarding the proposed cinema/retail development on the City-owned parcel at Foothill Blvd. and B Street.
4. Led the Citywide budget review process to support objectives and long-term financial stability.

## **City Manager Department**

5. Provided project management and implementation for the redesign of the City's website, including an e-government component and GIS access.
6. Provided oversight for the development of the request for proposal for the Public Safety Radio System replacement study.

### **2004-05 DEPARTMENT OBJECTIVES**

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1. Continue to provide oversight for the implementation of the Cannery Area Plan and the Route 238 Improvement Project.
2. Continue to provide oversight for the proposed cinema/retail development on the City-owned parcel at Foothill Blvd and B Street and the expansion of the City parking structure on Watkins Street.
3. Upgrade broadcast and related technology in the City Council Chambers.
4. Integrate City Hall and Public Safety computer networks.
5. Provide oversight for the Public Safety Radio system replacement study and development of a virtual Emergency Operating System.
6. Implement additional e-services and web portal technology on the City website.
7. Create a document imaging and management system.
8. In concert with the City Technology Advisory Committee, explore the feasibility of conducting an "online" community survey.

FUND: GENERAL FUND  
PROGRAM MANAGER: CITY MANAGER

FUND NUMBER: 100-1200

## DEPARTMENT SUMMARY BY EXPENDITURE CATEGORY

### CITY MANAGER DEPARTMENT

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
EMPLOYEE SERVICES	1,901,841	1,969,169	2,393,989
MAINTENANCE & UTILITIES	190,231	244,489	541,041
SUPPLIES & SERVICES	642,685	608,598	731,576
CAPITAL EXPENSE	130,268	24,429	0
	-----	-----	-----
SUBTOTAL	2,865,025	2,846,685	3,666,606
NET INTERDEPARTMENTAL	24,957	0	0
	-----	-----	-----
TOTAL	2,889,982	2,846,685	3,666,606
	=====	=====	=====

### Change of Program - To City Manager Department from Police Department

(+) Employee Services	403,509
(+) Maintenance & Utilities	296,552
(+) Supplies & Services	111,119
	<u>811,180</u>

# **AUTHORIZED PERSONNEL BUDGET YEAR 2004/2005**

## **100-GENERAL FUND**

	Adopted 2003/ 2004	Frozen 2003/ 2004	Adopted 2004/ 2005	Frozen 2004/ 2005
<b>1200-CITY MANAGER DEPARTMENT</b>				
CITY MANAGER	1.00	0.00	1.00	0.00
ASSISTANT CITY MANAGER	1.00	0.00	1.00	0.00
TECH SERVICES DIRECTOR/DEPUTY CITY MNGR	1.00	0.00	1.00	0.00
INFORMATION SYSTEMS MANAGER	1.00	0.00	0.00	1.00
DATA & SYSTEMS COORDINATOR	1.00	0.00	1.00	0.00
ASSISTANT TO THE CITY MANAGER	1.00	0.00	1.00	0.00
* PUBLIC SAFETY INFORMATION SYS. MGR.	0.00	0.00	1.00	0.00
NETWORK SYSTEMS SPECIALIST	2.00	0.00	2.00	0.00
- PUBLIC INFORMATION OFFICER	1.00	0.00	0.66	0.00
* PROGRAMMER ANALYST	2.00	0.00	2.00	1.00
WEB SPECIALIST	1.00	0.00	1.00	0.00
* NETWORK/MICROCOMPUTER SPECIALIST	3.00	0.00	4.00	0.00
EXECUTIVE ASSISTANT	1.00	0.00	1.00	0.00
COMPUTER OPERATOR-ANALYST	1.00	0.00	0.00	1.00
INFORMATION SYSTEMS SUPPORT TECHNICIAN	1.00	0.00	1.00	0.00
* COMPUTER OPERATOR	0.00	0.00	1.00	0.00
SECRETARY (CONF)	1.00	1.00	1.00	1.00
DATA SYSTEMS OPERATOR	1.00	0.00	1.00	0.00
ADMINISTRATIVE INTERN	0.50	0.00	0.00	0.50
Department Sub-Total	20.50	1.00	20.66	4.50
Department Total	21.50		25.16	

\* These positions have been transferred from the Police Department.

- This position has been reduced.

FUND: GENERAL FUND  
 DEPARTMENT: CITY MANAGER DEPARTMENT  
 PROGRAM MANAGER: CITY MANAGER

FUND NUMBER: 100-1201

## ACTIVITY SUMMARY BY EXPENDITURE CATEGORY

### OFFICE OF THE CITY MANAGER

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
EMPLOYEE SERVICES	580,769	667,563	715,254
MAINTENANCE & UTILITIES	1,654	3,447	3,447
SUPPLIES & SERVICES	72,292	52,116	45,792
CAPITAL EXPENSE	4,035	0	0
	-----	-----	-----
SUBTOTAL	658,750	723,126	764,493
NET INTERDEPARTMENTAL	101,480	0	0
	-----	-----	-----
TOTAL	760,230	723,126	764,493
	=====	=====	=====

## AUTHORIZED PERSONNEL BUDGET YEAR 2004/2005

### 100-GENERAL FUND

#### 1201-OFFICE OF THE CITY MANAGER

	Adopted 2003/ 2004	Frozen 2003/ 2004	Adopted 2004/ 2005	Frozen 2004/ 2005
CITY MANAGER	1.00	0.00	1.00	0.00
ASSISTANT CITY MANAGER	1.00	0.00	1.00	0.00
ASSISTANT TO THE CITY MANAGER	1.00	0.00	1.00	0.00
EXECUTIVE ASSISTANT	1.00	0.00	1.00	0.00
SECRETARY (CONF)	1.00	1.00	1.00	1.00
ADMINISTRATIVE INTERN	0.50	0.00	0.00	0.50
Activity Sub-Total	5.50	1.00	5.00	1.50
	-----	-----	-----	-----
Activity Total	6.50		6.50	
	=====		=====	

FUND: GENERAL FUND  
 DEPARTMENT: CITY MANAGER DEPARTMENT  
 PROGRAM MANAGER: PUBLIC INFORMATION OFFICER

FUND NUMBER: 100-1252

## ACTIVITY SUMMARY BY EXPENDITURE CATEGORY

### PUBLIC INFORMATION PROGRAM

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
EMPLOYEE SERVICES	85,938	92,407	68,640
MAINTENANCE & UTILITIES	474	393	393
SUPPLIES & SERVICES	9,396	32,787	33,216
CAPITAL EXPENSE	0	0	0
	-----	-----	-----
SUBTOTAL	95,808	125,587	102,249
NET INTERDEPARTMENTAL	0	0	0
	-----	-----	-----
TOTAL	95,808	125,587	102,249
	=====	=====	=====

## AUTHORIZED PERSONNEL BUDGET YEAR 2004/2005

### 100-GENERAL FUND

#### 1252-PUBLIC INFORMATION PROGRAM

	Adopted 2003/ 2004	Frozen 2003/ 2004	Adopted 2004/ 2005	Frozen 2004/ 2005
PUBLIC INFORMATION OFFICER	1.00	0.00	0.66	0.00
Activity Sub-Total	1.00	0.00	0.66	0.00
	-----	-----	-----	-----
Activity Total	1.00		0.66	
	=====		=====	



FUND: GENERAL FUND  
 PROGRAM MANAGER: INFO SYS TECHNOLOGY SVCS MGR

FUND NUMBER: 100-1260

## DIVISION SUMMARY BY EXPENDITURE CATEGORY

### TECHNOLOGY SERVICES DIVISION

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
EMPLOYEE SERVICES	1,235,134	1,209,199	1,610,095
MAINTENANCE & UTILITIES	188,103	240,649	537,201
SUPPLIES & SERVICES	560,997	523,695	652,568
CAPITAL EXPENSE	126,233	24,429	0
	-----	-----	-----
SUBTOTAL	2,110,467	1,997,972	2,799,864
NET INTERDEPARTMENTAL	76,523-	0	0
	-----	-----	-----
TOTAL	2,033,944 =====	1,997,972 =====	2,799,864 =====

Change of Program - To City Manager Department from Police Department

(+) Employee Services	403,509
(+) Maintenance & Utilities	296,552
(+) Supplies & Services	111,119
	<u>811,180</u>

**AUTHORIZED PERSONNEL  
BUDGET YEAR 2004/2005**

**100-GENERAL FUND**

	Adopted 2003/ 2004	Frozen 2003/ 2004	Adopted 2004/ 2005	Frozen 2004/ 2005
<b>1260-TECHNOLOGY SERVICES DIVISION</b>				
TECH SERVICES DIRECTOR/DEPUTY CITY MNGR	1.00	0.00	1.00	0.00
INFORMATION SYSTEMS MANAGER	1.00	0.00	0.00	1.00
DATA & SYSTEMS COORDINATOR	1.00	0.00	1.00	0.00
* PUBLIC SAFETY INFORMATION SYS. MGR.	0.00	0.00	1.00	0.00
NETWORK SYSTEMS SPECIALIST	2.00	0.00	2.00	0.00
* PROGRAMMER ANALYST	2.00	0.00	2.00	1.00
WEB SPECIALIST	1.00	0.00	1.00	0.00
* NETWORK/MICROCOMPUTER SPECIALIST	3.00	0.00	4.00	0.00
COMPUTER OPERATOR-ANALYST	1.00	0.00	0.00	1.00
INFORMATION SYSTEMS SUPPORT TECHNICIAN	1.00	0.00	1.00	0.00
* COMPUTER OPERATOR	0.00	0.00	1.00	0.00
DATA SYSTEMS OPERATOR	1.00	0.00	1.00	0.00
 Division Sub-Total	 14.00	 0.00	 15.00	 3.00
 Division Total	 ----- 14.00 =====		 ----- 18.00 =====	

\* These positions have been transferred from the Police Department.

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## **CITY ATTORNEY**

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### **LEGAL SERVICES PROGRAM**

- Legal Representation of the City and Council
- Legal Advice for City Officials
- Draft Resolutions and Ordinances
- Draft and Review Contracts, Bonds, and Other Legal Documents

### **RENT REVIEW PROGRAM**

- Rent Stabilization Information
- Mediation and Arbitration Hearings
- Collection of Rental Unit Fees

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This department also administers the Risk Management Program, which is supported by the Liability Insurance Fund, located in the Internal Service Funds section of this document.

## **City Attorney Department**

### **MISSION STATEMENT**

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The mission of the City Attorney's Office is to provide the City Council and all other City offices the legal advice and representation they request or require in order to provide service to the public; to advise and take appropriate steps to reduce the risks of various City activities; and to assist in the administration and enforcement of laws, regulations, and City programs.

### **Legal Services Program**

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The City Attorney is legal counsel for the City Council, all City boards and commissions, and officers and employees of the City when they are involved in City business. When the City is sued or is suing, the City Attorney's client is the City Council as a whole, rather than an individual Council Member, and any individual Council Member, official, or employee who is named in the lawsuit and who does not have an interest in the litigation that conflict with the interest of the City Council.

### **Rent Review Program**

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The Rent Review Program administers the City's two rent control ordinances; one covering some apartments and rental houses, the other covering mobile home spaces. The program coordinates the mediation and arbitration dispute process provided for in the ordinances, responds to inquiries concerning the ordinances, advises affected individuals about changes in the ordinances, and administers rental unit fee requirements. The attorney assigned to this program handles litigation and other legal issues associated with the rent stabilization ordinances and provides legal defense for arbitration decisions.

### **2003-04 DEPARTMENT ACCOMPLISHMENTS**

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1. Actively assisted Community and Economic Development in code enforcement efforts.
2. Advised client regarding proposed modifications to general standards and specifications for Public Works contracts.
3. Conducted training for boards and commissions regarding public meetings, conflicts of interest and other relevant laws.
4. Assisted the City Clerk with election issues.
5. Established a Joint Powers Association for the joint purchase of insurance.

### **2004-05 DEPARTMENT OBJECTIVES**

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1. Continue in-house litigation efforts.
2. Actively assist Community and Economic Development in Code Enforcement.
3. Continue to monitor the City's rent stabilization ordinances and ensure consistency with state law.

## **City Attorney Department**

4. Review office assignments to better serve our clients.
5. Continue to monitor and apprise our clients of any changes in state law regarding public meetings and conflicts of interest.
6. Continue to serve as administrator of rent stabilization ordinances.

FUND: GENERAL FUND  
PROGRAM MANAGER: CITY ATTORNEY

FUND NUMBER: 100-1300

## DEPARTMENT SUMMARY BY EXPENDITURE CATEGORY

### CITY ATTORNEY DEPARTMENT

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
EMPLOYEE SERVICES	731,829	801,344	830,455
MAINTENANCE & UTILITIES	1,355	942	942
SUPPLIES & SERVICES	139,517	126,494	126,494
CAPITAL EXPENSE	0	0	0
SUBTOTAL	872,701	928,780	957,891
NET INTERDEPARTMENTAL	0	0	66,577-
TOTAL	872,701	928,780	891,314

## AUTHORIZED PERSONNEL BUDGET YEAR 2004/2005

### 100-GENERAL FUND

	Adopted 2003/ 2004	Frozen 2003/ 2004	Adopted 2004/ 2005	Frozen 2004/ 2005
1300-CITY ATTORNEY DEPARTMENT				
CITY ATTORNEY	1.00	0.00	1.00	0.00
* ASSISTANT CITY ATTORNEY	4.00	0.00	3.00	0.00
LEGAL SECRETARY II	2.00	0.00	2.00	0.00
Department Sub-Total	7.00	0.00	6.00	0.00
Department Total	7.00		6.00	

\* Funding for an Assistant City Attorney moved to Liability Fund.

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## **CITY CLERK DEPARTMENT**

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### **OFFICE OF THE CITY CLERK**

- Records Management
- City Council Proceedings
- Boards and Commissions Appointments
- Fair Political Practices Commission Filings
- Support Services
- Municipal Election Administration



## **City Clerk Department**

### **MISSION STATEMENT**

The mission of the City Clerk's Office is to ensure the security and accessibility of all official City records; serve as the information and records manager of all legislative proceedings; conduct all aspects of municipal elections; and serve as a support office to the City Council, City staff, City boards and commissions, and the residents of Hayward.

### **Office of the City Clerk**

The City Clerk Department provides a wide variety of services for the City Council, City staff, City boards and commissions, and the citizens of Hayward. Most services are related to information and records management since the Department is the repository for all official City records.

Staff maintains an on-line computer history of all City Council proceedings, and distributes and tracks all information prepared for City Council meetings. Staff manages a Citywide centralized records storage center and administers the records retention program, including access to permanent records by means of an imaging system. Staff also prepares, publishes, and distributes legal notices for all public hearings; updates the Hayward Municipal Code; preparing minutes of City Council and Planning Commission meetings; certifies City documents; administers oaths of office; serves as a liaison for City departments and the public to the City Council; responds to requests for research and general information; and serves as the filing office for statements of economic interest and campaign disclosure statements, as required by the California Fair Political Practices Commission. In addition, staff coordinates the recruitment, interviewing, and appointment of citizens to City boards and commissions, neighborhood task forces, and advisory committees.

### **Municipal Elections Program**

The election functions performed by the City Clerk Department include setting the election calendar, receiving and processing candidate and/or measure filings, verifying the validity of filings, filing campaign statements, assisting in the development of the voter pamphlet, encouraging and facilitating the registration of voters. The Department also assists the County Registrar of Voters in providing voter information regarding polling places and serving as an early-voter precinct prior to Election Day.

### **2003-04 DEPARTMENT ACCOMPLISHMENTS**

1. Worked with affected departments to implement adopted changes in the retention schedule that was updated during Spring 2003.
2. Conducted municipal election in March 2004 in conjunction with County and State, and assisted the County Clerk in preparation of the election canvass report for June 2004.
3. Continued ongoing registration drive efforts with local voter outreach groups, including the Alameda County Registrar, League of Women Voters, and high school seniors throughout the Hayward Unified School District.

## **City Clerk Department**

### **2004-05 DEPARTMENT OBJECTIVES**

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1. Continue to process agendas and packets for City Council, City Boards, Commissions, and Committees for website.
2. Continue ongoing registration drive efforts with local voter outreach groups, including Alameda County Registrar, League of Women Voters, and high school seniors throughout the Hayward Unified School District.

FUND: GENERAL FUND  
PROGRAM MANAGER: CITY CLERK

FUND NUMBER: 100-1400

## DEPARTMENT SUMMARY BY EXPENDITURE CATEGORY

### CITY CLERK DEPARTMENT

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
EMPLOYEE SERVICES	353,685	368,209	371,591
MAINTENANCE & UTILITIES	1,144	1,613	1,613
SUPPLIES & SERVICES	61,134	82,283	49,298
CAPITAL EXPENSE	2,842	0	0
	-----	-----	-----
SUBTOTAL	418,805	452,105	422,502
NET INTERDEPARTMENTAL	775	0	0
	-----	-----	-----
TOTAL	419,580	452,105	422,502
	=====	=====	=====

## AUTHORIZED PERSONNEL BUDGET YEAR 2004/2005

### 100-GENERAL FUND

### 1400-CITY CLERK DEPARTMENT

	Adopted 2003/ 2004	Frozen 2003/ 2004	Adopted 2004/ 2005	Frozen 2004/ 2005
CITY CLERK	1.00	0.00	1.00	0.00
DEPUTY CITY CLERK	1.00	0.00	1.00	0.00
SENIOR SECRETARY	2.00	0.00	1.50	0.50
ADMINISTRATIVE CLERK II	0.50	0.00	0.50	0.00
Department Sub-Total	4.50	0.00	4.00	0.50
	-----	-----	-----	-----
Department Total	4.50		4.50	
	=====		=====	

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## **HUMAN RESOURCES DEPARTMENT**

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### **HUMAN RESOURCES ADMINISTRATION PROGRAM**

- Recruitment and Selection
- Equal Employment Opportunity / Affirmative Action
- Job Classification and Compensation
- Employee Relations
- Labor Negotiations
- Training
- Illness and Injury Prevention Program
- Pre-employment Medical Screening
- Employee Records
- Personnel Policies and Procedures/Grievance Resolution
- DOT Drug and Alcohol Testing

### **MISCELLANEOUS BENEFITS PROGRAM**

- Active Employee Benefits
- Retired Employee Benefits
- Diagnostic Medical Examinations
- OSHA-required Immunizations and Testing

---

The Human Resources Department also administers the Workers' Compensation Program, which is supported by the Workers' Compensation Fund, located in the Internal Service Fund section of this document.

# **Human Resources Department**

## **MISSION STATEMENT**

The mission of the Human Resources Department is to provide the most efficient and effective human resources services possible to enable customer departments to carry out their individual missions.

## **Human Resources Administration and Employee Relations Program**

Human Resources Administration and the Employee Relations Program provide recruitment, testing, new employee orientation, employee development and training, educational incentive/tuition reimbursement, affirmative action outreach and reporting, compensation administration, classification studies, and labor relations and labor contract administration services. In addition, the program is responsible for employee records administration, monitoring of the pre-employment medical clearance process, maintenance of commercial driver records, coordination of the Citywide Illness and Injury Prevention Program and safety inspections of all City facilities, and limited coordination of safety activities. Staff also provides support services to the Personnel and Affirmative Action Commission and administers the Workers' Compensation Program for employees who sustain work-related injuries or illnesses.

## **Miscellaneous Benefits Program**

The Miscellaneous Benefits Program provides for benefit programs administered by the Human Resources Department. These benefits include active and retiree medical plans offered by the California Public Employees' Retirement System (CalPERS), indemnity and prepaid dental programs, long-term disability insurance, State Disability Insurance program, basic and voluntary life insurance, vision benefits, employee assistance program, CalPERS disability and service retirement processing, unemployment claims administration, fitness-for-duty examinations, and OSHA diagnostic medical screenings. Staff serves as the City's liaison to CalPERS, insurance brokers and other benefit providers in negotiating and/or implementing cost containment strategies.

## **2003-04 DEPARTMENT ACCOMPLISHMENTS**

1. Postponed an on-line personnel and payroll record transaction process, pending determination of availability of staff to assist with project.
2. Conducted two additional Supervisors Academies.
3. Explored other alternatives to the existing in-house applicant tracking system.
4. Explored the possibility of including an annual employee benefits summary on employee payroll statements.
5. Completed negotiations with the International Association of Fire Fighters (Local 1909) and the Hayward Police Officer's Association.

## **2004-05 DEPARTMENT OBJECTIVES**

1. Complete full implementation of on-line employment application process.
2. Develop and conduct organization and staff development workshops.
3. Develop and generate annual employee benefit statements.

## DEPARTMENT SUMMARY BY EXPENDITURE CATEGORY

### HUMAN RESOURCES DEPARTMENT

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
EMPLOYEE SERVICES	649,361	792,338	648,619
MAINTENANCE & UTILITIES	8,286	2,985	2,985
SUPPLIES & SERVICES	1,381,726	1,520,957	1,581,432
CAPITAL EXPENSE	0	0	0
SUBTOTAL	2,039,373	2,316,280	2,233,036
NET INTERDEPARTMENTAL	43,552-	46,286-	30,151-
TOTAL	1,995,821 =====	2,269,994 =====	2,202,885 =====

## AUTHORIZED PERSONNEL BUDGET YEAR 2004/2005

### 100-GENERAL FUND

#### 1600-HUMAN RESOURCES DEPARTMENT

	Adopted 2003/ 2004	Frozen 2003/ 2004	Adopted 2004/ 2005	Frozen 2004/ 2005
HUMAN RESOURCES DIRECTOR	1.00	0.00	0.00	1.00
SR HUMAN RES ANAL/AFF. ACTION SPEC.	1.00	0.00	1.00	0.00
HUMAN RESOURCES ANALYST II	2.00	0.00	2.00	0.00
ADMINISTRATIVE SECRETARY (CONF)	1.00	0.00	1.00	0.00
HUMAN RESOURCES TECHNICIAN	1.00	0.00	1.00	0.00
SECRETARY (CONF)	1.00	0.00	1.00	0.00
Department Sub-Total	7.00	0.00	6.00	1.00
Department Total	7.00 =====		7.00 =====	

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## **FINANCE AND INTERNAL SERVICES DEPARTMENT**

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### **FINANCE ADMINISTRATION**

- Department Management
- City-wide Budget Administration
- Internal Audit
- Treasury/Investments
- Contract Compliance

### **ACCOUNTING DIVISION**

- Financial Reporting
- Debt Management
- Accounts Payable and Receivable
- Invoicing
- Payroll

### **REVENUE DIVISION**

- Tax and License Administration
- Revenue Collection
- Cashiering

### **PURCHASING DIVISION**

- Contract Preparation
- Printing Services
- Interoffice Mail
- Shipping and Receiving
- Supply and Equipment Procurement
- Surplus Asset Disposal

### **BUILDING AND FACILITIES MANAGEMENT DIVISION**

- City Buildings/Facilities Operation
- Repair, Maintenance, and HVAC
- Maint. Service Contract Administration
- Graffiti Removal
- Janitorial and Minor Maintenance Services
- Phone, Voice Mail, and Call Router
- Utility and Security Services

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NOTE: This department also administers Centennial Hall, located in the Enterprise section of this document and the Equipment Management Fund, located in the Internal Service Funds section of this document. In addition, a portion of the Revenue Division is funded by the Water Maintenance and Operations Fund, located in the Enterprise Fund section of this document.



## **Finance and Internal Services Department**

### **MISSION STATEMENT**

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The Finance and Internal Services Department provides the following support services to City departments: general finance and analysis, budget preparation and administration, internal audit, contract compliance, accounting, treasury and debt financing, revenue administration and collection, purchasing and central stores activities, and facilities maintenance. The Department also manages and maintains all City-owned structures and provides mail distribution services. The Department is comprised of the following Divisions: Finance Administration, Accounting, Revenue, Purchasing, Building and Facilities Management.

### **Finance Administration Division**

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The Finance Administration Division provides overall department leadership and direction. It consists of the Budget, Audit, Treasury, and Contract Compliance functions. Budget staff is responsible for preparing the annual operating budget and managing the budget throughout the year. The Treasury program is responsible for all treasury (cash management, debt service management, and implementation of the City's investment policy.) Contract Compliance activities focus on implementing the City's affirmative action purchasing plan. Finance Administration provides staff support to the Revenue, Accounting, Building Management, Facilities, and Purchasing divisions.

### **Accounting Division**

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The Accounting Division maintains a system of internal controls that safeguards the City's assets and reports the financial activity of the City in an effective and timely manner. Accounting is responsible for payroll/benefits, accounts receivable, accounts payable, bank reconciliation, fixed assets, special assessments, and general accounting. The Accounting Division records all financial transactions of the City consistent with Generally Accepted Accounting Principles. Staff also provides interim financial, budget and management reports and assists other divisions, departments, and agencies in preparing and interpreting financial data. Staff prepares year-end comprehensive and special annual financial reports, and assists the independent auditors in preparing the City's official Comprehensive Annual Financial Report.

### **Revenue Division**

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The Revenue Division includes the City Cashier, City Collection, various permits issuance, and administration of parking citations, as well as the revenue and taxation sections of the Municipal Code. City Cashier provides cashier services to City offices and citizens for permits, fees, taxes, assessments, and utility payments. City Collection Program provides collection of debt for City departments, Accounts Receivable, Utilities, misc. taxes, return checks, and liens. Miscellaneous taxes billed/collected include Business Tax, Excise Tax, Transient Occupancy Tax, and Transfer Tax.

### **Purchasing Division**

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The Purchasing Division procures all City materials, supplies, equipment, and maintenance services, (except Public Works construction projects over \$15,000), which requires pricing and processing of contracts totaling approximately \$24 million annually. The purchasing process involves the administration and preparation of contracts, purchase orders, and related

## **Finance and Internal Services Department**

documents pertaining to insurance requirements, bonding, and maintenance of all files related to purchases. Also included is Central Services, which processes all internal mail for most City facilities, over one million pieces of U.S. mail annually, manages contract-printing services, provides shipping and receiving services, and works with departments to update and redesign City forms.

### **Building and Facilities Management Division**

The Building and Facilities Management Division provides landlord responsibilities to City-leased buildings and landlord services to City occupied facilities. The Division is responsible for phone services (data circuitry, voice mail, call routers), janitorial and burglar alarm services, maintenance and replacement of flooring, managing the City Hall information station volunteer program, and booking and facilitating the use of the Council Chambers, Rotunda and Plaza. Building and Facilities Management also leases out the Eden Youth Center and Hayward Historical Society building. This division provides for ongoing maintenance to 25 City buildings, two park structures, and Portuguese Park. Maintenance includes electrical and lighting, painting, heating/ventilating/air conditioning, locksmith services, plumbing, appliance installation/repair, furniture repair/refinishing, cabinet making, and or roof repairs/replacement. Also included are repairs and inspection to fifteen City emergency generators, periodic inspection of fire sprinkler systems in City buildings, and maintenance/upkeep of four City fountains. Other responsibilities are removal of graffiti from City and commercial property through use of the Graffiti Buster, design/construction services for remodeling to City facilities, and maintenance and repair of the Hayward Amtrak station.

### **2003-04 DEPARTMENT ACCOMPLISHMENTS**

1. Expanded application of Internet based ordering to industrial products.
2. Postponed evaluating third party platforms available for internet-based specification dissemination and bid processing pending coordination with Technology Services.
3. Completed the Emergency Operations Center resource vendor list project via implementation of a software package which creates a virtual Emergency Operations Center.
4. Performed the 6-year testing and certification of City Hall base isolation system.

### **2004-05 DEPARTMENT OBJECTIVES**

1. Work with Technology Services to develop on-line citizen access to business tax, various permits and business improvement area applications.
2. Replace two multi-zone HVAC units at Centennial Hall.
3. Perform 5-year fire sprinkler tests on all City buildings.
4. Participate with other City departments in E-services project.
5. Oversight for review and analysis of current workload in light of reduced staff.

FUND: GENERAL FUND  
PROGRAM MANAGER: DIR FINANCE AND INTERNAL SVCS

FUND NUMBER: 100-1700

### DEPARTMENT SUMMARY BY EXPENDITURE CATEGORY

#### FINANCE DEPARTMENT

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
EMPLOYEE SERVICES	2,972,031	2,969,941	3,018,355
MAINTENANCE & UTILITIES	1,721,376	1,457,321	1,450,128
SUPPLIES & SERVICES	672,357	721,290	748,467
CAPITAL EXPENSE	27,356	80,755	75,000
	-----	-----	-----
SUBTOTAL	5,393,120	5,229,307	5,291,950
NET INTERDEPARTMENTAL	171,922-	74,738-	64,094-
	-----	-----	-----
TOTAL	5,221,198	5,154,569	5,227,856
	=====	=====	=====

**AUTHORIZED PERSONNEL  
BUDGET YEAR 2004/2005**

**100-GENERAL FUND**

	Adopted 2003/ 2004	Frozen 2003/ 2004	Adopted 2004/ 2005	Frozen 2004/ 2005
<b>1700-FINANCE DEPARTMENT</b>				
DIRECTOR OF FINANCE	1.00	0.00	1.00	0.00
ACCOUNTING MANAGER	1.00	0.00	1.00	0.00
FACILITIES & BUILDING MANAGER	1.00	0.00	1.00	0.00
PURCHASING & SERVICES MANAGER	1.00	0.00	1.00	0.00
AUDITOR	1.00	0.00	0.00	1.00
REVENUE MANAGER	1.00	0.00	1.00	0.00
BUDGET ADMINISTRATOR	1.00	0.00	1.00	0.00
SENIOR ACCOUNTANT	1.00	0.00	2.00	0.00
FACILITIES MAINTENANCE SUPERVISOR	1.00	0.00	0.00	1.00
FACILITIES ELECTRICIAN II	1.00	0.00	1.00	0.00
ADMINISTRATIVE ANALYST I	1.00	0.00	1.00	0.00
FACILITIES CARPENTER II	1.00	0.00	1.00	0.00
FACILITIES ELECTRICIAN I	1.00	0.00	1.00	0.00
SENIOR ACCOUNTING TECHNICIAN	4.00	0.00	3.00	0.00
FACILITIES PAINTER II	2.00	0.00	2.00	0.00
COLLECTIONS OFFICER	1.00	0.00	1.00	0.00
ADMINISTRATIVE SECRETARY	1.00	0.00	1.00	0.00
FACILITIES MECHANIC II	1.00	0.00	1.00	0.00
FACILITIES CARPENTER I	1.00	0.00	1.00	0.00
ACCOUNTING TECHNICIAN	1.00	0.00	1.00	0.00
STOREKEEPER - EXPEDITER	1.00	0.00	1.00	0.00
SENIOR CUSTOMER ACCOUNT CLERK	1.00	0.00	1.00	0.00
SENIOR ACCOUNT CLERK	3.00	1.00	3.00	1.00
PURCHASING ASSISTANT	1.00	0.00	1.00	0.00
SECRETARY	1.00	0.00	0.00	1.00
FACILITIES SERVICEWORKER II	1.00	0.00	1.00	0.00
CUSTOMER ACCOUNT CLERK	3.00	0.00	3.00	0.00
ADMINISTRATIVE CLERK II	0.00	1.00	0.00	1.00
MAIL & STOCK CLERK	1.00	0.00	1.00	0.00
ADMINISTRATIVE INTERN	0.00	0.50	0.00	0.50
Department Sub-Total	36.00	2.50	33.00	5.50
Department Total	38.50		38.50	

## DIVISION SUMMARY BY EXPENDITURE CATEGORY

### FINANCE ADMINISTRATION

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
EMPLOYEE SERVICES	481,688	515,049	445,934
MAINTENANCE & UTILITIES	3,378	1,517	586
SUPPLIES & SERVICES	43,737	56,674	68,172
CAPITAL EXPENSE	2,265	75,000	75,000
	-----	-----	-----
SUBTOTAL	531,068	648,240	589,692
NET INTERDEPARTMENTAL	16,997	37,810	0
	-----	-----	-----
TOTAL	548,065	686,050	589,692
	=====	=====	=====

## AUTHORIZED PERSONNEL BUDGET YEAR 2004/2005

### 100-GENERAL FUND

#### 1710-FINANCE ADMINISTRATION

	Adopted 2003/ 2004	Frozen 2003/ 2004	Adopted 2004/ 2005	Frozen 2004/ 2005
DIRECTOR OF FINANCE	1.00	0.00	1.00	0.00
AUDITOR	1.00	0.00	0.00	1.00
BUDGET ADMINISTRATOR	1.00	0.00	1.00	0.00
ADMINISTRATIVE SECRETARY	1.00	0.00	1.00	0.00
ADMINISTRATIVE CLERK II	0.00	1.00	0.00	1.00
ADMINISTRATIVE INTERN	0.00	0.50	0.00	0.50
Division Sub-Total	4.00	1.50	3.00	2.50
Division Total	-----	-----	-----	-----
	5.50		5.50	
	=====		=====	

FUND: GENERAL FUND  
PROGRAM MANAGER: ACCOUNTING MANAGER

FUND NUMBER: 100-1720

## DIVISION SUMMARY BY EXPENDITURE CATEGORY

### ACCOUNTING DIVISION

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
EMPLOYEE SERVICES	780,739	692,266	720,079
MAINTENANCE & UTILITIES	825	2,581	2,977
SUPPLIES & SERVICES	71,125	65,321	75,338
CAPITAL EXPENSE	3,151	0	0
	-----	-----	-----
SUBTOTAL	855,840	760,168	798,394
NET INTERDEPARTMENTAL	82,835-	51,700-	41,072-
	-----	-----	-----
TOTAL	773,005	708,468	757,322
	=====	=====	=====

## AUTHORIZED PERSONNEL BUDGET YEAR 2004/2005

### 100-GENERAL FUND

#### 1720-ACCOUNTING DIVISION

	Adopted 2003/ 2004	Frozen 2003/ 2004	Adopted 2004/ 2005	Frozen 2004/ 2005
ACCOUNTING MANAGER	1.00	0.00	1.00	0.00
SENIOR ACCOUNTANT	1.00	0.00	2.00	0.00
SENIOR ACCOUNTING TECHNICIAN	3.00	0.00	3.00	0.00
ACCOUNTING TECHNICIAN	1.00	0.00	0.00	0.00
SENIOR ACCOUNT CLERK	3.00	1.00	3.00	1.00
Division Sub-Total	9.00	1.00	9.00	1.00
Division Total	10.00		10.00	
	=====		=====	

## DIVISION SUMMARY BY EXPENDITURE CATEGORY

### REVENUE DIVISION

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
EMPLOYEE SERVICES	502,177	459,966	561,811
MAINTENANCE & UTILITIES	471	1,597	1,597
SUPPLIES & SERVICES	77,012	89,605	90,805
CAPITAL EXPENSE	0	1,587-	0
	-----	-----	-----
SUBTOTAL	579,660	549,581	654,213
NET INTERDEPARTMENTAL	68,144-	23,038-	23,022-
	-----	-----	-----
TOTAL	511,516	526,543	631,191
	=====	=====	=====

## AUTHORIZED PERSONNEL BUDGET YEAR 2004/2005

### 100-GENERAL FUND

#### 1730-REVENUE DIVISION

	Adopted 2003/ 2004	Frozen 2003/ 2004	Adopted 2004/ 2005	Frozen 2004/ 2005
REVENUE MANAGER	1.00	0.00	1.00	0.00
SENIOR ACCOUNTING TECHNICIAN	1.00	0.00	0.00	0.00
COLLECTIONS OFFICER	1.00	0.00	1.00	0.00
ACCOUNTING TECHNICIAN	0.00	0.00	1.00	0.00
SENIOR CUSTOMER ACCOUNT CLERK	1.00	0.00	1.00	0.00
CUSTOMER ACCOUNT CLERK	3.00	0.00	3.00	0.00
Division Sub-Total	7.00	0.00	7.00	0.00
Division Total	7.00		7.00	
	=====		=====	

## DIVISION SUMMARY BY EXPENDITURE CATEGORY

### PURCHASING DIVISION

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
EMPLOYEE SERVICES	232,952	244,828	287,200
MAINTENANCE & UTILITIES	54,146	66,518	66,518
SUPPLIES & SERVICES	145,780	146,789	153,426
CAPITAL EXPENSE	0	0	0
	-----	-----	-----
SUBTOTAL	432,878	458,135	507,144
NET INTERDEPARTMENTAL	34,564-	37,810-	0
	-----	-----	-----
TOTAL	398,314	420,325	507,144
	=====	=====	=====

## AUTHORIZED PERSONNEL BUDGET YEAR 2004/2005

### 100-GENERAL FUND

#### 1740-PURCHASING DIVISION

	Adopted 2003/ 2004	Frozen 2003/ 2004	Adopted 2004/ 2005	Frozen 2004/ 2005
PURCHASING & SERVICES MANAGER	1.00	0.00	1.00	0.00
PURCHASING ASSISTANT	1.00	0.00	1.00	0.00
MAIL & STOCK CLERK	1.00	0.00	1.00	0.00
Division Sub-Total	3.00	0.00	3.00	0.00
Division Total	3.00		3.00	
	=====		=====	



## DIVISION SUMMARY BY EXPENDITURE CATEGORY

### BUILDING AND FACILITIES MGMT

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
EMPLOYEE SERVICES	974,475	1,057,832	1,003,331
MAINTENANCE & UTILITIES	1,662,556	1,385,108	1,378,450
SUPPLIES & SERVICES	334,703	362,901	360,726
CAPITAL EXPENSE	21,940	7,342	0
	-----	-----	-----
SUBTOTAL	2,993,674	2,813,183	2,742,507
NET INTERDEPARTMENTAL	3,376-	0	0
	-----	-----	-----
TOTAL	2,990,298	2,813,183	2,742,507
	=====	=====	=====

## AUTHORIZED PERSONNEL BUDGET YEAR 2004/2005

### 100-GENERAL FUND

	Adopted 2003/ 2004	Frozen 2003/ 2004	Adopted 2004/ 2005	Frozen 2004/ 2005
<b>2650-BUILDING AND FACILITIES MGMT</b>				
FACILITIES & BUILDING MANAGER	1.00	0.00	1.00	0.00
FACILITIES MAINTENANCE SUPERVISOR	1.00	0.00	0.00	1.00
FACILITIES ELECTRICIAN II	1.00	0.00	1.00	0.00
ADMINISTRATIVE ANALYST I	1.00	0.00	1.00	0.00
FACILITIES CARPENTER II	1.00	0.00	1.00	0.00
FACILITIES ELECTRICIAN I	1.00	0.00	1.00	0.00
FACILITIES PAINTER II	2.00	0.00	2.00	0.00
FACILITIES MECHANIC II	1.00	0.00	1.00	0.00
FACILITIES CARPENTER I	1.00	0.00	1.00	0.00
STOREKEEPER - EXPEDITER	1.00	0.00	1.00	0.00
SECRETARY	1.00	0.00	0.00	1.00
FACILITIES SERVICEWORKER II	1.00	0.00	1.00	0.00
	-----	-----	-----	-----
Division Sub-Total	13.00	0.00	11.00	2.00
	-----	-----	-----	-----
Division Total	13.00		13.00	
	=====		=====	

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## **POLICE DEPARTMENT**

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### **OFFICE OF THE CHIEF DIVISION**

- Office of the Deputy Chief
- Office of Ethical Standards
- Personnel and Training Bureau
- Traffic Bureau
- Parking Enforcement Program
- Abandoned Vehicle Abatement Program
- Special Duty Unit
- Downtown Bicycle Patrol
- Crime Prevention Program
- Beat Health Program
- Community Resource Centers
- Reserve Police Officer Program
- Police Explorer Program
- Volunteer Program

### **PATROL DIVISION**

- Patrol Bureau
- Special Response Unit
- Canine Unit
- Animal Services Bureau

### **INVESTIGATION DIVISION**

- Inspector Bureau
- Domestic Violence Unit
- Property and Evidence Bureau
- Crime Scene Unit
- School Resource Officer Program
- Child Abuse Investigators
- Family Counseling

### **OPERATIONS SUPPORT DIVISION**

- Communications Bureau
- Jail Bureau
- Records Management Bureau

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Portions of the Office of the Chief and Investigation divisions are supported by special revenue funds, located in the Special Revenue section of this document.

# **Police Department**

## **MISSION STATEMENT**

The mission of the Hayward Police Department is to be responsive to the community in the delivery of quality services; to maintain order while affording dignity and respect to every individual; and to improve the quality of life through a community partnership that promotes safe and secure neighborhoods.

## **OFFICE OF THE CHIEF DIVISION**

The Office of the Chief Division provides for overall administration and management of the Department. The Office of the Chief Division includes the Office of the Deputy Chief, Office of Ethical Standards, and Personnel and Training Bureau. The Office of the Deputy Chief facilitates all Community Oriented Policing efforts. By orchestrating the resources of the Patrol, Investigation and Operation Support Divisions it optimizes our service to Hayward neighborhoods. Additionally it manages the Special Duty Unit, Crime Prevention Programs, Traffic Bureau, and other specialized programs. The Office of Ethical Standards ensures impartial, thorough, and timely investigation of citizen complaints; investigates incidents of alleged misconduct discovered through internal processes; scrutinizes significant use of force incidents such as officer-involved shootings; is the custodian of records for court ordered examinations of police personnel records; and administers the concealed weapons permit process. The Personnel and Training Bureau manages Departmental recruitment, screening, hiring, affirmative action efforts, procurement of equipment, Workers' Compensation issues, employee training, and the Volunteer Program, which employs qualified members of the community of all ages in support of the Department's mission.

## **PATROL DIVISION**

The Patrol Division is the Police Department's primary contact with the Hayward community. All aspects of the Patrol Division's operations are guided and shaped by the Department's Community Policing and Problem Solving Philosophy. The Patrol Division includes the Patrol and Animal Services Bureaus. The Patrol Bureau responds to emergency and non-emergency calls for service from the community around the clock. The Bureau focuses on intervention and prevention of youth-related crime and violence, drug activity, and domestic violence. The Patrol Bureau manages the Special Response Unit, Canine Unit, Departmental emergency operations preparedness, and the Drivers Training, Defensive Tactics, and Firearms Range training programs. The Animal Services Bureau enforces City, state, and federal laws involving animals, animal licensing and rabies prevention. The shelter facilitates adoptions and provides assistance in resolving animal-related issues, including searches for over 2,100 lost pets every year. An active volunteer program supplements the Animal Bureau's operation.

## **INVESTIGATION DIVISION**

The Investigation Division manages the Inspector Bureau, Domestic Violence Unit, Property and Evidence Unit, Crime Scene Unit, and Youth and Family Services Bureau. The Inspector Bureau investigates major crimes, apprehends and prosecutes career criminals, and serves as the primary public information source for the Department. The Domestic Violence Unit provides follow-up investigation on every serious incident of domestic violence. The Property and Evidence Unit is the custodian of physical evidence required in the prosecution of crime.

## **Police Department**

As such, it ensures strict accountability and integrity in the chain of custody to ensure that it retains its maximum evidentiary value in the courtroom. Additionally, it is the repository for found property, and returns lost property to rightful owners whenever possible. The Crime Scene Unit conducts crime scene investigations, collects and analyzes physical evidence, and conducts fingerprint comparisons to identify possible suspects. The Youth and Family Services Bureau provides youth prevention, intervention, investigation, and enforcement services. The Public Safety Information System program and funding (total of \$811,180) have been moved to the City Manager Department. The utility maintenance program and funding (total of \$248,804) have been moved to Operation Support Division.

### **OPERATIONS SUPPORT DIVISION**

The Operations Support Division manages the Communications, Jail, Records, and Crime Analysis Bureaus. The Communications Bureau provides continuous 911 and non-emergency answering services and prioritizes and dispatches appropriate police and fire response services. The Jail Bureau provides temporary detention services of all persons arrested and brought to the Department. The Records Management Bureau assists the public at the front counter; processes, distributes and maintains public record information; and processes criminal warrants, subpoenas and civil orders to meet state and local mandates. The utility maintenance program and funding (total of \$248,804) have been moved from the Investigation Division to Operation Support Division.

### **2003-04 DEPARTMENT ACCOMPLISHMENTS**

1. Added Tennyson, Chavez and Glassbrook to the schools already working with the Department to improve conditions in our neighborhoods.
2. Increased our cooperation with community-based organizations that serve domestic violence victims and families, by accepting a seat on the Board of Directors of the Emergency Shelter Program (ESP), accepting a seat on the Advisory Board to the Shelters Against Violent Environment (SAVE), and having two detectives participate as members of the Alameda County Domestic Violence Task Force (ACDVT).
3. Deferred enhanced deployment of Crime Scene Technicians in favor of necessary budget reduction measures. Incorporated new crime scene evidence technologies, including: digital imaging of crime scenes, allowing images to be imported electronically into reports and diagrams; laser trajectory devices, which more accurately determines chronology and positioning of gunfire at crime scenes; and digital processing of ballistic evidence, which allows entry into Alameda County's database for comparison against other known samples.
4. Worked with several community agencies, including the Matteucci Foundation and the Hayward Unified School District, in the development and implementation of "What's up with Guns." To date, six presentations of this program, which educate youth about the dangers of guns, have been conducted on Hayward school sites.
5. Provided Peace Officer Standards and Training certified in-house instruction to all uniformed employees on critical incident first responses regarding Weapons of Mass Destruction, Active Shooter, and High Risk Rescues.

## **Police Department**

6. Created inter-agency jailer training opportunities including modification of local training programs, sharing of instructors and sharing of training presentations through participation on the Board of Corrections Planning Committee.
7. Initiated a Public Safety Radio System Replacement Study by creating a Request for Proposal and selecting a technical consultant.

### **2004-05 DEPARTMENT OBJECTIVES**

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1. Create a Veterinary Medical and Spay/Neuter Program at the Animal Shelter to provide on-site medical services for animals at the shelter. This service will improve the health of adoptable animals and allow for increased availability of space due to pre-sterilized animals leaving the shelter sooner.
2. Aggressively pursue grant funding to improve technology and communication systems, in order to better serve the residents of Hayward.
3. Expand community outreach to include businesses, in order to bring business and the community closer together in reaching solutions to community concerns.
4. Continue to participate in and use a regional approach to investigate high tech crime and enhance our ability to conduct computer forensic analysis.
5. Reorganize the Youth and Family Services Bureau management structure to improve collaboration and coordination with other community based and youth-based programs serving Hayward families.
6. Realize increased efficiencies by combining Crime Scene, Crime Lab, and the Property & Evidence units.
7. Update contingency plans for natural disasters, homeland security emergencies, and other major events in the City.
8. Investigate alternative methods for the public to report low-priority crimes.

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FUND: GENERAL FUND  
PROGRAM MANAGER: POLICE CHIEF

FUND NUMBER: 100-1800

## DEPARTMENT SUMMARY BY EXPENDITURE CATEGORY

### POLICE DEPARTMENT

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 RECOMMENDED BUDGET
EMPLOYEE SERVICES	31,843,992	35,634,864	36,789,233
MAINTENANCE & UTILITIES	662,420	610,518	336,147
SUPPLIES & SERVICES	3,096,989	2,779,064	2,543,574
CAPITAL EXPENSE	239,957	16,077	0
	-----	-----	-----
SUBTOTAL	35,843,358	39,040,523	39,668,954
NET INTERDEPARTMENTAL	7,740	9,197	9,445
	-----	-----	-----
TOTAL	35,851,098 =====	39,049,720 =====	39,678,399 =====

### Change of Program - From Police Department to City Manager Department

(-) Employee Services	403,509
(-) Maintenance & Utilities	296,552
(-) Supplies & Services	111,119
	<u>811,180</u>

**AUTHORIZED PERSONNEL  
BUDGET YEAR 2004/2005**

**100-GENERAL FUND**

	Adopted 2003/ 2004	Frozen 2003/ 2004	Adopted 2004/ 2005	Frozen 2004/ 2005
<b>1800-POLICE DEPARTMENT</b>				
CHIEF OF POLICE	1.00	0.00	1.00	0.00
DEPUTY CHIEF OF POLICE	1.00	0.00	0.00	1.00
POLICE CAPTAIN	2.00	0.00	2.00	0.00
POLICE LIEUTENANT	10.00	0.00	10.00	0.00
POLICE SERGEANT	24.00	0.00	23.00	1.00
INSPECTOR	14.00	0.00	14.00	0.00
POLICE OFFICER	153.00	0.00	138.00	15.00
OPERATIONS SUPPORT DIRECTOR	1.00	0.00	1.00	0.00
YOUTH & FAMILY SERVICES MANAGER	1.00	0.00	0.00	1.00
* PUBLIC SAFETY INFORMATION SYS. MGR.	1.00	0.00	0.00	0.00
ADMINISTRATIVE ANALYST III	1.00	0.00	1.00	0.00
ANIMAL SERVICES MANAGER	1.00	0.00	1.00	0.00
COUNSELING SUPERVISOR	2.00	0.00	2.00	0.00
ADMINISTRATIVE ANALYST II	2.00	1.00	0.00	3.00
COMMUNICATIONS SUPERVISOR	1.00	0.00	1.00	0.00
JAIL SUPERVISOR	1.00	0.00	1.00	0.00
* PROGRAMMER ANALYST	1.00	0.00	0.00	0.00
PROPERTY & EVIDENCE SUPERVISOR	1.00	0.00	1.00	0.00
* NETWORK/MICROCOMPUTER SPECIALIST	1.00	0.00	0.00	0.00
SENIOR COMMUNICATIONS OPERATOR	4.00	0.00	4.00	0.00
POLICE RECORDS SUPERVISOR	1.00	0.00	1.00	0.00
FAMILY COUNSELOR I	7.00	0.00	7.00	0.00
POLICE IDENTIFICATION SPECIALIST	1.00	0.00	1.00	0.00
ADMINISTRATIVE SECRETARY	2.00	0.00	2.00	0.00
SENIOR JAILER	4.00	0.00	4.00	0.00
COMMUNICATIONS OPERATOR	14.00	0.00	13.50	0.50
SENIOR CRIME PREVENTION SPECIALIST	1.00	0.00	1.00	0.00
* COMPUTER OPERATOR	1.00	0.00	0.00	0.00
CRIME SCENE TECHNICIAN	6.00	0.00	5.00	1.00
SENIOR SECRETARY	0.00	1.00	0.00	1.00
SENIOR ANIMAL CONTROL OFFICER	1.00	0.00	1.00	0.00
CRIME PREVENTION SPECIALIST	1.00	0.00	1.00	0.00
SENIOR POLICE RECORDS CLERK	3.00	0.00	3.00	0.00
COMMUNITY SERVICE OFFICER	31.00	1.00	26.00	6.00
ANIMAL CONTROL OFFICER	2.00	0.00	2.00	0.00
SECRETARY	3.00	0.00	3.00	0.00
+ POLICE RECORDS CLERK II	22.00	0.00	20.00	3.00
SENIOR ANIMAL CARE ATTENDANT	1.00	0.00	1.00	0.00
ANIMAL CARE ATTENDANT	7.00	1.00	7.00	1.00
VOLUNTEER PROGRAM ASSISTANT	1.00	0.00	0.00	1.00
+ VETERINARY TECHNICIAN	0.00	0.00	1.00	0.00
TRAFFIC SAFETY ASSISTANT	1.20	0.00	1.20	0.00
Department Sub-Total	333.20	4.00	300.70	34.50
Department Total	337.20		335.20	

\* These positions have been moved to the City Manager Department.

+ These positions have been added.



## DIVISION SUMMARY BY EXPENDITURE CATEGORY

### OFFICE OF THE CHIEF

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
EMPLOYEE SERVICES	5,584,714	6,509,722	6,065,444
MAINTENANCE & UTILITIES	7,501	2,357	2,357
SUPPLIES & SERVICES	876,925	758,342	716,043
CAPITAL EXPENSE	37,312	0	0
	-----	-----	-----
SUBTOTAL	6,506,452	7,270,421	6,783,844
NET INTERDEPARTMENTAL	58,793	0	0
	-----	-----	-----
TOTAL	6,565,245 =====	7,270,421 =====	6,783,844 =====

## AUTHORIZED PERSONNEL BUDGET YEAR 2004/2005

### 100-GENERAL FUND

#### 1804-OFFICE OF THE CHIEF

	Adopted 2003/ 2004	Frozen 2003/ 2004	Adopted 2004/ 2005	Frozen 2004/ 2005
CHIEF OF POLICE	1.00	0.00	1.00	0.00
DEPUTY CHIEF OF POLICE	1.00	0.00	0.00	1.00
POLICE LIEUTENANT	3.00	0.00	3.00	0.00
POLICE SERGEANT	6.00	0.00	5.00	1.00
INSPECTOR	1.00	0.00	1.00	0.00
*POLICE OFFICER	30.00	0.00	24.00	10.00
ADMINISTRATIVE ANALYST III	1.00	0.00	1.00	0.00
ADMINISTRATIVE ANALYST II	1.00	1.00	0.00	2.00
ADMINISTRATIVE SECRETARY	2.00	0.00	2.00	0.00
SENIOR CRIME PREVENTION SPECIALIST	1.00	0.00	1.00	0.00
SENIOR SECRETARY	0.00	0.00	0.00	0.00
CRIME PREVENTION SPECIALIST	1.00	0.00	1.00	0.00
COMMUNITY SERVICE OFFICER	5.00	0.00	3.00	1.00
*SECRETARY	1.00	0.00	0.00	0.00
POLICE RECORDS CLERK II	0.00	0.00	1.00	0.00
TRAFFIC SAFETY ASSISTANT	1.20	0.00	1.20	0.00
			-----	-----
Division Sub-Total	55.20	1.00	44.20	15.00
			-----	-----
Division Total		56.20 =====		59.20 =====

\* These positions have been transferred between Police Department divisions.

## DIVISION SUMMARY BY EXPENDITURE CATEGORY

### PATROL DIVISION

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
EMPLOYEE SERVICES	14,791,157	16,534,797	18,743,112
MAINTENANCE & UTILITIES	16,379	12,858	12,858
SUPPLIES & SERVICES	1,275,891	1,182,575	1,147,851
CAPITAL EXPENSE	0	2,879	0
	-----	-----	-----
SUBTOTAL	16,083,427	17,733,109	19,903,821
NET INTERDEPARTMENTAL	206,136-	0	0
	-----	-----	-----
TOTAL	15,877,291	17,733,109	19,903,821
	=====	=====	=====

## AUTHORIZED PERSONNEL BUDGET YEAR 2004/2005

### 100-GENERAL FUND

#### 1802-PATROL DIVISION

	Adopted 2003/ 2004	Frozen 2003/ 2004	Adopted 2004/ 2005	Frozen 2004/ 2005
POLICE CAPTAIN	1.00	0.00	1.00	0.00
POLICE LIEUTENANT	6.00	0.00	6.00	0.00
POLICE SERGEANT	14.00	0.00	14.00	0.00
POLICE OFFICER	98.00	0.00	98.00	0.00
ANIMAL SERVICES MANAGER	1.00	0.00	1.00	0.00
SENIOR ANIMAL CONTROL OFFICER	1.00	0.00	1.00	0.00
SENIOR POLICE RECORDS CLERK	1.00	0.00	1.00	0.00
*COMMUNITY SERVICE OFFICER	9.00	0.00	5.00	2.00
ANIMAL CONTROL OFFICER	2.00	0.00	2.00	0.00
SECRETARY	1.00	0.00	1.00	0.00
POLICE RECORDS CLERK II	2.00	0.00	2.00	0.00
SENIOR ANIMAL CARE ATTENDANT	1.00	0.00	1.00	0.00
ANIMAL CARE ATTENDANT	7.00	1.00	7.00	1.00
VOLUNTEER PROGRAM ASSISTANT	1.00	0.00	0.00	1.00
+ VETERINARY TECHNICIAN	0.00	0.00	1.00	0.00
Division Sub-Total	145.00	1.00	141.00	4.00
Division Total	146.00		145.00	
	=====		=====	

\* These positions have been transferred between Police Department divisions.

+ This position has been added.

FUND: GENERAL FUND  
PROGRAM MANAGER: POLICE CAPTAIN

FUND NUMBER: 100-1801

## DIVISION SUMMARY BY EXPENDITURE CATEGORY

### INVESTIGATION DIVISION

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
EMPLOYEE SERVICES	7,221,549	8,399,129	7,332,773
MAINTENANCE & UTILITIES	563,371	547,668	39,286
SUPPLIES & SERVICES	705,872	623,576	456,718
CAPITAL EXPENSE	23,947	15,600	0
	-----	-----	-----
SUBTOTAL	8,514,739	9,585,973	7,828,777
NET INTERDEPARTMENTAL	166,418	9,197	9,445
	-----	-----	-----
TOTAL	8,681,157	9,595,170	7,838,222
	=====	=====	=====

Change of Program - From Police Department, Investigation Division, to City Manager Department

(-) Employee Services	403,509
(-) Maintenance & Utilities	296,552
(-) Supplies & Services	111,119
	<u>811,180</u>

Change of Program - From Investigation to Operation Support Division

(-) Maintenance & Utilities	237,611
(-) Supplies & Services	11,193
	<u>248,804</u>

**AUTHORIZED PERSONNEL  
BUDGET YEAR 2004/2005**

**100-GENERAL FUND**

	Adopted 2003/ 2004	Frozen 2003/ 2004	Adopted 2004/ 2005	Frozen 2004/ 2005
<b>1801-INVESTIGATION DIVISION</b>				
POLICE CAPTAIN	1.00	0.00	1.00	0.00
POLICE LIEUTENANT	1.00	0.00	1.00	0.00
POLICE SERGEANT	4.00	0.00	4.00	0.00
INSPECTOR	13.00	0.00	13.00	0.00
^ POLICE OFFICER	25.00	0.00	16.00	5.00
YOUTH & FAMILY SERVICES MANAGER	1.00	0.00	0.00	1.00
*PUBLIC SAFETY INFORMATION SYS. MGR.	1.00	0.00	0.00	0.00
COUNSELING SUPERVISOR	2.00	0.00	2.00	0.00
ADMINISTRATIVE ANALYST II	1.00	0.00	0.00	1.00
*PROGRAMMER ANALYST	1.00	0.00	0.00	0.00
PROPERTY & EVIDENCE SUPERVISOR	1.00	0.00	1.00	0.00
*NETWORK/MICROCOMPUTER SPECIALIST	1.00	0.00	0.00	0.00
FAMILY COUNSELOR I	7.00	0.00	7.00	0.00
POLICE IDENTIFICATION SPECIALIST	1.00	0.00	1.00	0.00
COMPUTER OPERATOR	1.00	0.00	0.00	0.00
CRIME SCENE TECHNICIAN	6.00	0.00	5.00	1.00
SENIOR SECRETARY	0.00	1.00	0.00	1.00
^ COMMUNITY SERVICE OFFICER	3.00	1.00	3.00	2.00
^ SECRETARY	0.00	0.00	1.00	0.00
POLICE RECORDS CLERK II	5.00	0.00	2.00	3.00
Division Sub-Total	75.00	2.00	57.00	14.00
Division Total	77.00 =====		71.00 =====	

\* These positions have been transferred to the City Manager Department.

^ These positions have been transferred between Police Department divisions.

FUND: GENERAL FUND  
PROGRAM MANAGER: OPERATIONS SUPPORT MGR

FUND NUMBER: 100-1805

## DIVISION SUMMARY BY EXPENDITURE CATEGORY

### OPERATIONS SUPPORT

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
EMPLOYEE SERVICES	4,246,572	4,191,216	4,647,904
MAINTENANCE & UTILITIES	75,169	47,635	281,646
SUPPLIES & SERVICES	238,301	214,571	222,962
CAPITAL EXPENSE	178,698	2,402-	0
	-----	-----	-----
SUBTOTAL	4,738,740	4,451,020	5,152,512
NET INTERDEPARTMENTAL	11,335-	0	0
	-----	-----	-----
TOTAL	4,727,405 =====	4,451,020 =====	5,152,512 =====

Change of Program -To Operation Support from Investigation Division

(+) Maintenance & Utilities	237,611
(+) <u>Supplies &amp; Services</u>	<u>11,193</u>
	248,804

**AUTHORIZED PERSONNEL  
BUDGET YEAR 2004/2005**

**100-GENERAL FUND**

**1805-OPERATIONS SUPPORT**

	Adopted 2003/ 2004	Frozen 2003/ 2004	Adopted 2004/ 2005	Frozen 2004/ 2005
OPERATIONS SUPPORT DIRECTOR	1.00	0.00	1.00	0.00
COMMUNICATIONS SUPERVISOR	1.00	0.00	1.00	0.00
JAIL SUPERVISOR	1.00	0.00	1.00	0.00
SENIOR COMMUNICATIONS OPERATOR	4.00	0.00	4.00	0.00
POLICE RECORDS SUPERVISOR	1.00	0.00	1.00	0.00
SENIOR JAILER	4.00	0.00	4.00	0.00
COMMUNICATIONS OPERATOR	14.00	0.00	13.50	0.50
SENIOR POLICE RECORDS CLERK	2.00	0.00	2.00	0.00
*COMMUNITY SERVICE OFFICER	14.00	0.00	15.00	1.00
SECRETARY	1.00	0.00	1.00	0.00
POLICE RECORDS CLERK II	15.00	0.00	15.00	0.00
 Division Sub-Total	 58.00	 0.00	 58.50	 1.50
 Division Total	 58.00 =====		 60.00 =====	

\* These positions have been transferred between Police Department divisions.

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## **FIRE DEPARTMENT**

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### **FIRE ADMINISTRATION DIVISION**

- Department Management
- Administrative Support
- Planning and Analysis

### **SUPPORT SERVICES DIVISION**

- Disaster Preparedness
- Fire Prevention
- Hazardous Materials Regulation
- Fire Plan Checking
- Arson Investigation
- Hazardous Materials Facilities Inspection

### **FIRE OPERATIONS DIVISION**

- Rescue
- Fire Suppression
- Fire Company Inspection
- Disaster Response
- Emergency Medical Services



## **Fire Department**

### **MISSION STATEMENT**

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The mission of the Hayward Fire Department is to prevent or minimize the loss of life and property due to natural and man-made emergencies and disasters, and to provide essential non-emergency services.

### **Fire Administrative Division**

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The Fire Administration Division provides direction, leadership, administrative support, financial oversight and clerical services for the Fire Department. Administration coordinates programs and service delivery with other City departments and jurisdictions, and analyzes and plans for the Department's long-range needs including disaster planning. The Fire Chief serves as the chair of the Hayward Disaster Council. The Division also administers the Fairview Fire Protection District (FFPD) agreement, with the Hayward Fire Chief serving as the FFPD Fire Chief.

### **Support Services Division**

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The Support Services Division includes Training, Emergency Medical Services (EMS), Fire Prevention and Hazardous Materials programs. These programs are designed to protect life and property through prevention, preparedness, and inspection activities.

Fire Prevention enforces the Uniform Fire Code and applicable State and federal codes and standards for the purpose of preventing fires. This includes enforcing the use of approved building fire protection devices, regulating storage and use of hazardous materials and operations; maintaining warning devices, fire extinguishing equipment, and building exit systems, as well as investigating the cause, origin, and circumstances of fires.

Hazardous Materials regulates the storage and use of hazardous materials in above ground facilities and underground storage tanks. This includes plan checks and the inspection of new hazardous materials facilities; hazardous operations and soils and groundwater contamination cleanups, as well as routine oversight of hazardous materials facilities. Staff also develops, coordinates, and delivers hazardous materials related training and enforces the City's Hazardous Waste Minimization Ordinance to reduce the proliferation of hazardous waste generated by Hayward's industrial and commercial establishments. Staff works with industrial facilities to develop risk management prevention programs for their acutely hazardous materials processes and storage.

The Training Division ensures that mandated training requirements are met, and assists with the entry level firefighter testing process and promotional examinations.

The EMS Program oversees the timely and efficient delivery of Fire Department provided EMS to patients throughout Hayward.

### **Operations Division**

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The Operations Division provides the community with a broad range of emergency services to protect life and property from fire, explosion, hazardous materials, accidents, emergency

## **Fire Department**

medical incidents, and disasters. These services include firefighting, rescue response, and the Advanced Life Support (ALS) delivery system with Firefighter-Paramedics. In addition, Operations Division staff conducts Fire Code compliance inspections and provides public education.

The Operations Division is divided into three separate organizational units referred to as battalions. Battalions are further divided into firefighting teams called Fire Companies. A Fire Company assigned to a pumping engine is referred to as an Engine Company, while a Fire Company assigned to a ladder truck is referred to as a Truck Company.

### **2003-04 DEPARTMENT ACCOMPLISHMENTS**

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1. Implemented an in-house training program for Fire Prevention staff to elevate expertise and provide uniform training to Inspectors and supervisors as a group.
2. Implemented "Telestaff" software to facilitate daily scheduling for all Department personnel, and create electronic timecards.
3. Prepared for and completed tri-annual audit by State Environmental Protection Agency of our Hazardous Materials Program as a Certified Unified Program Agency (CUPA) for regulation of hazardous materials in the City.
4. Replaced Fire Records Management System as outlined in the two-year Technology Plan.
5. Postponed a Recruit Academy for Firefighter-Paramedics due to budget constraints.

### **2004-05 DEPARTMENT OBJECTIVES**

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1. Conduct a recruit academy in October 2004.
2. Implement new Fire Records Management System including required staff training.
3. Prepare an Area Plan to address our response to major environmental health related incidents in the City and County, in cooperation with Alameda County Department of Environmental Health.
4. Conduct training regarding an Emergency Operation Drill in October 2004, with exercise to occur by June 2005.

FUND: GENERAL FUND  
PROGRAM MANAGER: FIRE CHIEF

FUND NUMBER: 100-1900

### DEPARTMENT SUMMARY BY EXPENDITURE CATEGORY

#### FIRE DEPARTMENT

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
EMPLOYEE SERVICES	18,454,050	19,513,146	18,928,939
MAINTENANCE & UTILITIES	138,766	141,932	105,199
SUPPLIES & SERVICES	1,413,321	948,721	1,122,915
CAPITAL EXPENSE	161,590	25,193	0
	-----	-----	-----
SUBTOTAL	20,167,727	20,628,992	20,157,053
NET INTERDEPARTMENTAL	6,868-	15,327-	15,741-
	-----	-----	-----
TOTAL	20,160,859 =====	20,613,665 =====	20,141,312 =====

**AUTHORIZED PERSONNEL  
BUDGET YEAR 2004/2005**

**100-GENERAL FUND**

	Adopted 2003/ 2004	Frozen 2003/ 2004	Adopted 2004/ 2005	Frozen 2004/ 2005
<b>1900-FIRE DEPARTMENT</b>				
FIRE CHIEF	1.00	0.00	1.00	0.00
DEPUTY FIRE CHIEF (40 HR)	2.00	0.00	2.00	0.00
FIRE MARSHAL (40 HR)	1.00	0.00	1.00	0.00
BATTALION CHIEF-SPECIAL ASSIGN (40 HR)	1.00	0.00	0.00	1.00
BATTALION CHIEF (56 HR)	3.00	0.00	3.00	0.00
STAFF FIRE CAPTAIN (40 HR)	4.00	0.00	4.00	0.00
FIRE CAPTAIN (56 HR)	33.00	0.00	31.00	2.00
APPARATUS OPERATOR (56 HR)	33.00	0.00	33.00	0.00
FIREFIGHTER (56 HR)	52.00	0.00	45.00	7.00
HAZARDOUS MATERIALS PROGRAM COORDINATOR	1.00	0.00	1.00	0.00
FIRE PREVENTION INSP. (40 HR)	4.00	0.00	4.00	0.00
EMERGENCY MEDICAL SERVICES COORD.	1.00	0.00	1.00	0.00
ADMINISTRATIVE ANALYST II	1.00	0.00	1.00	0.00
ENVIRONMENTAL SPECIALIST	1.00	0.00	1.00	0.00
HAZARDOUS MATERIALS INVESTIGATOR	2.00	0.00	2.00	0.00
ADMINISTRATIVE SECRETARY	1.00	0.00	1.00	0.00
SENIOR SECRETARY	1.00	0.00	1.00	0.00
PERMIT TECHNICIAN	1.00	0.00	1.00	0.00
SECRETARY	1.00	0.00	1.00	0.00
ADMINISTRATIVE CLERK II	2.00	0.00	2.00	0.00
MAIL CLERK	1.00	0.00	1.00	0.00
 Department Sub-Total	 147.00	 0.00	 137.00	 10.00
 Department Total	 147.00 =====		 147.00 =====	

FUND: GENERAL FUND  
PROGRAM MANAGER: FIRE CHIEF

FUND NUMBER: 100-1910

## DIVISION SUMMARY BY EXPENDITURE CATEGORY

### ADMINISTRATION DIVISION

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
EMPLOYEE SERVICES	448,240	514,716	510,326
MAINTENANCE & UTILITIES	5,373	0	0
SUPPLIES & SERVICES	36,003	28,270	32,570
CAPITAL EXPENSE	0	0	0
	-----	-----	-----
SUBTOTAL	489,616	542,986	542,896
NET INTERDEPARTMENTAL	0	0	0
	-----	-----	-----
TOTAL	489,616	542,986	542,896
	=====	=====	=====

## AUTHORIZED PERSONNEL BUDGET YEAR 2004/2005

### 100-GENERAL FUND

#### 1910-ADMINISTRATION DIVISION

	Adopted 2003/ 2004	Frozen 2003/ 2004	Adopted 2004/ 2005	Frozen 2004/ 2005
FIRE CHIEF	1.00	0.00	1.00	0.00
ADMINISTRATIVE ANALYST II	1.00	0.00	1.00	0.00
ADMINISTRATIVE SECRETARY	1.00	0.00	1.00	0.00
SECRETARY	1.00	0.00	1.00	0.00
Division Sub-Total	4.00	0.00	4.00	0.00
Division Total	4.00		4.00	
	=====		=====	

## DIVISION SUMMARY BY EXPENDITURE CATEGORY

### SUPPORT SERVICES DIVISION

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
EMPLOYEE SERVICES	1,870,860	2,029,617	2,185,199
MAINTENANCE & UTILITIES	241	0	0
SUPPLIES & SERVICES	244,400	103,170	130,569
CAPITAL EXPENSE	1,456	0	0
	-----	-----	-----
SUBTOTAL	2,116,957	2,132,787	2,315,768
NET INTERDEPARTMENTAL	0	0	0
	-----	-----	-----
TOTAL	2,116,957 =====	2,132,787 =====	2,315,768 =====

## AUTHORIZED PERSONNEL BUDGET YEAR 2004/2005

### 100-GENERAL FUND

	Adopted 2003/ 2004	Frozen 2003/ 2004	Adopted 2004/ 2005	Frozen 2004/ 2005
<b>1920-SUPPORT SERVICES DIVISION</b>				
DEPUTY FIRE CHIEF (40 HR)	1.00	0.00	1.00	0.00
FIRE MARSHAL (40 HR)	1.00	0.00	1.00	0.00
STAFF FIRE CAPTAIN (40 HR)	3.00	0.00	3.00	0.00
HAZARDOUS MATERIALS PROGRAM COORDINATOR	1.00	0.00	1.00	0.00
FIRE PREVENTION INSP. (40 HR)	4.00	0.00	4.00	0.00
ENVIRONMENTAL SPECIALIST	1.00	0.00	1.00	0.00
HAZARDOUS MATERIALS INVESTIGATOR	2.00	0.00	2.00	0.00
SENIOR SECRETARY	1.00	0.00	1.00	0.00
PERMIT TECHNICIAN	1.00	0.00	1.00	0.00
ADMINISTRATIVE CLERK II	1.00	0.00	1.00	0.00
Division Sub-Total	16.00	0.00	16.00	0.00
	-----	-----	-----	-----
Division Total	16.00 =====		16.00 =====	

## DIVISION SUMMARY BY EXPENDITURE CATEGORY

### OPERATIONS DIVISION

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
EMPLOYEE SERVICES	16,134,950	16,968,813	16,233,414
MAINTENANCE & UTILITIES	133,152	141,932	105,199
SUPPLIES & SERVICES	1,132,918	817,281	959,776
CAPITAL EXPENSE	160,134	25,193	0
	-----	-----	-----
SUBTOTAL	17,561,154	17,953,219	17,298,389
NET INTERDEPARTMENTAL	6,868-	15,327-	15,741-
	-----	-----	-----
TOTAL	17,554,286 =====	17,937,892 =====	17,282,648 =====

## AUTHORIZED PERSONNEL BUDGET YEAR 2004/2005

### 100-GENERAL FUND

#### 1930-OPERATIONS DIVISION

	Adopted 2003/ 2004	Frozen 2003/ 2004	Adopted 2004/ 2005	Frozen 2004/ 2005
DEPUTY FIRE CHIEF (40 HR)	1.00	0.00	1.00	0.00
BATTALION CHIEF-SPECIAL ASSIGN (40 HR)	1.00	0.00	0.00	1.00
BATTALION CHIEF (56 HR)	3.00	0.00	3.00	0.00
STAFF FIRE CAPTAIN (40 HR)	1.00	0.00	1.00	0.00
FIRE CAPTAIN (56 HR)	33.00	0.00	31.00	2.00
APPARATUS OPERATOR (56 HR)	33.00	0.00	33.00	0.00
FIREFIGHTER (56 HR)	52.00	0.00	45.00	7.00
EMERGENCY MEDICAL SERVICES COORD.	1.00	0.00	1.00	0.00
ADMINISTRATIVE CLERK II	1.00	0.00	1.00	0.00
MAIL CLERK	1.00	0.00	1.00	0.00
Division Sub-Total	127.00	0.00	117.00	10.00
Division Total	127.00 =====		127.00 =====	

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## **PUBLIC WORKS DEPARTMENT**

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### **PUBLIC WORKS ADMINISTRATION DIVISION**

- Department Management
- Technical Assistance

### **ENGINEERING & TRANSPORTATION DIVISION**

- Engineering Design
- Construction Management
- Traffic Operations
- Street Lighting
- Transportation Planning
- Development Review
- Property Management

### **STREET MAINTENANCE DIVISION**

- Street/Sidewalk Maintenance
- Striping, Curb, and Legend Painting
- Street Signage
- Dead-end Barricade Maintenance

### **LANDSCAPE MAINTENANCE DIVISION**

- Landscape Maintenance
- Tree Trimming/Removal/  
Replacement and Root Pruning
- Weed Control on Improved Public Property

### **SOLID WASTE PROGRAM**

- Solid Waste Disposal Contract  
Administration

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Only the above four divisions and one program are supported by the General Fund. The Public Works non-General Fund programs are detailed in the Special Revenue and Enterprise Fund sections of this document.



## **Public Works Department**

### **MISSION STATEMENT**

The mission of the Public Works Department is to plan, construct, and maintain Hayward's public infrastructure, provide for the safety and well-being of its citizens by regulating the construction of land-related improvements, preserve its environmental and cultural assets, regulate its disposition of solid waste, and assist in the planning of its orderly growth and development.

### **Public Works Administration Division**

The Public Works Administration Division provides support services required by all of the Department's entities and programs. These include four General Fund divisions: Administration, Engineering and Transportation, Street Maintenance, and Landscape Maintenance. Also included are three utility enterprises (Water System, Wastewater System, and Stormwater System), the Executive Airport, preparation and implementation of the City's Capital Improvement Program, and management of the City's Recycling Program (in the Special Revenue section of the budget.)

### **Engineering and Transportation Division**

The Engineering and Transportation Division is organized into three sections: Administration, Design and Construction Services, and Transportation and Development Services. This Division provides engineering and transportation support to the City operating departments and divisions and for implementation of the City's Capital Improvement Program.

The Design and Construction Services section implements and processes the projects identified in the Capital Improvement Program.

The Transportation and Development Services section provides traffic control, transportation planning and development services support, including surveys, and administers the streetlight program.

### **Landscape Maintenance Division**

The Landscape Maintenance Division includes a Landscape Maintenance Program, a Tree Maintenance Program and a Landscape Water Conservation Program. This program maintains the landscaping in street medians, the City Hall Plaza, the Main Library Plaza, the downtown area, park developments adjacent to streets, and other City-owned properties. The work includes weed control, pruning, mowing, planting, fertilization, and debris removal. Another function is administering landscape contracts for ten Landscape Assessment Districts associated with private developments. The Tree Program maintains approximately 30,000 City street trees. The tree work includes inspection, trimming, removal, root pruning and replanting. The focus is to maintain trees in a healthy and safe condition. The Landscape Water Conservation Program is described in the Water Maintenance and Operations Fund.

### **Street Maintenance Division**

The Street Maintenance Division maintains 266 miles of streets and sidewalks using City crews and contractors. The Division also provides support to special projects and programs that are

## **Public Works Department**

managed by other departments. Work performed includes deep lift street repairs, crack sealing, patching potholes, sidewalk and street cleaning, asphaltic concrete patching of sidewalks damaged by City tree roots, leaf pickup, repairs to barricades and fences, special projects, and response to service calls. Seasonal projects include pickup and recycling of leaves and disposing of asphalt rubble for recycling into usable aggregates. Street Maintenance crews also maintain, install, and remove striping, legend, and curb painting, sign fabrication and right-of-way. Other duties are detailed in the Stormwater Management and Urban Runoff Control Program, in the Enterprise Funds section of the budget.

### **Solid Waste Program**

The Solid Waste Program oversees the City's solid waste disposal contract with Waste Management, Inc. Another component of this program is the City's Recycling Program, which is located in the Special Revenue section of the budget.

### **2003-04 DEPARTMENT ACCOMPLISHMENTS**

1. Continued management of the consultant contract for the Project Study Report on the 238 Corridor Improvement Project.
2. Provided oversight of the \$88.5 million in projects contained in the 2003-04 Capital Improvement Program.
3. Conducted the nineteenth annual Arbor Day celebration on May 20, 2004, in conjunction with Hayward Area Recreation District and the Hayward Unified School District. Over 1,000 students from Tyrell and Shepherd Elementary Schools participated in the event.
4. Presented report to Council concerning use of and possible modifications to Lifeline Utility Rates.

### **2004-05 DEPARTMENT OBJECTIVES**

1. Finalize the Project Study Report and continue to provide staff support for the Route 238 Corridor Improvement Project.
2. Manage the construction for three major utility projects: The Water Pollution Control Facility Phase I Improvements; the Hesperian Pump Station; and the City of Hayward - East Bay Municipal Utilities District - San Francisco Public Utilities Commission Emergency Water System Intertie Project.
3. Conduct the 20th Annual Arbor Day Celebration.

FUND: GENERAL FUND  
PROGRAM MANAGER: DIRECTOR OF PUBLIC WORKS

FUND NUMBER: 100-2000

## DEPARTMENT SUMMARY BY EXPENDITURE CATEGORY

### PUBLIC WORKS DEPARTMENT

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
EMPLOYEE SERVICES	6,784,600	7,018,378	7,432,775
MAINTENANCE & UTILITIES	1,270,551	1,304,865	1,250,770
SUPPLIES & SERVICES	923,204	840,195	837,257
CAPITAL EXPENSE	0	0	0
	-----	-----	-----
SUBTOTAL	8,978,355	9,163,438	9,520,802
NET INTERDEPARTMENTAL	2,909,047-	2,746,844-	2,852,946-
	-----	-----	-----
TOTAL	6,069,308 =====	6,416,594 =====	6,667,856 =====

**AUTHORIZED PERSONNEL  
BUDGET YEAR 2004/2005**

**100-GENERAL FUND**

	Adopted 2003/ 2004	Frozen 2003/ 2004	Adopted 2004/ 2005	Frozen 2004/ 2005
<b>2000-PUBLIC WORKS DEPARTMENT</b>				
DIRECTOR OF PUBLIC WORKS	1.00	0.00	1.00	0.00
DEPUTY DIRECTOR OF PUBLIC WORKS	1.00	0.00	1.00	0.00
TRANSPORTATION/DEVELOPMENT MANAGER	1.00	0.00	1.00	0.00
DESIGN & CONSTRUCTION SERVICES MGR	1.00	0.00	1.00	0.00
SENIOR CIVIL ENGINEER	1.00	0.00	0.00	1.00
LANDSCAPE MAINTENANCE MANAGER	1.00	0.00	1.00	0.00
STREETS MAINTENANCE MANAGER	1.00	0.00	1.00	0.00
SENIOR TRANSPORTATION PLANNER	1.00	0.00	1.00	0.00
SUPERVISING CONSTRUCTION INSPECTOR	1.00	0.00	1.00	0.00
SURVEY ENGINEER	1.00	0.00	1.00	0.00
ASSOC CIVIL ENGINEER	4.00	1.00	4.00	1.00
ASSOC TRANSPORTATION ENGINEER	2.00	0.00	2.00	0.00
ASSOCIATE TRANSPORTATION PLANNER	1.00	0.00	1.00	0.00
LANDSCAPE MAINTENANCE SUPERVISOR	1.00	0.00	1.00	0.00
STREETS MAINTENANCE SUPERVISOR	1.00	0.00	1.00	0.00
ADMINISTRATIVE ANALYST II	2.00	0.00	2.00	0.00
ASSIST CIVIL ENGINEER	5.00	0.00	5.00	0.00
ASSISTANT TRANSPORTATION ENGR	1.00	0.00	1.00	0.00
REAL PROPERTY ASSOCIATE	1.00	0.00	1.00	0.00
SURVEYOR	2.00	0.00	2.00	0.00
GROUNDSKEEPER III	1.00	0.00	1.00	0.00
SENIOR MAINTENANCE LEADER	1.00	0.00	1.00	0.00
CONSTRUCTION INSPECTOR	8.00	0.00	8.00	0.00
ADMINISTRATIVE SECRETARY	1.00	0.00	1.00	0.00
ENGINEERING TECHNICIAN	5.00	0.00	5.00	0.00
TREE TRIMMER	3.00	1.00	3.00	1.00
GROUNDSKEEPER II	1.00	0.00	1.00	0.00
MAINTENANCE LEADER	3.00	0.00	2.00	1.00
SENIOR SECRETARY	4.00	0.00	4.00	0.00
GROUNDSKEEPER I	16.00	0.00	14.00	2.00
MAINTENANCE WORKER	6.00	0.00	4.00	2.00
LABORER	3.00	0.00	2.00	1.00
SECRETARY	1.00	0.00	1.00	0.00
ADMINISTRATIVE CLERK II	1.00	0.00	1.00	0.00
ADMINISTRATIVE INTERN	0.75	0.00	0.75	0.00
Department Sub-Total	84.75	2.00	77.75	9.00
Department Total	86.75 =====		86.75 =====	

## DIVISION SUMMARY BY EXPENDITURE CATEGORY

### ADMINISTRATION DIVISION

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
EMPLOYEE SERVICES	335,450	441,417	407,982
MAINTENANCE & UTILITIES	867	1,007	1,007
SUPPLIES & SERVICES	8,354	8,868	8,868
CAPITAL EXPENSE	0	0	0
	-----	-----	-----
SUBTOTAL	344,671	451,292	417,857
NET INTERDEPARTMENTAL	246,522-	254,217-	290,643-
	-----	-----	-----
TOTAL	98,149	197,075	127,214
	=====	=====	=====

## AUTHORIZED PERSONNEL BUDGET YEAR 2004/2005

### 100-GENERAL FUND

#### 2011-ADMINISTRATION DIVISION

	Adopted 2003/ 2004	Frozen 2003/ 2004	Adopted 2004/ 2005	Frozen 2004/ 2005
DIRECTOR OF PUBLIC WORKS	1.00	0.00	1.00	0.00
ADMINISTRATIVE ANALYST II	1.00	0.00	1.00	0.00
ADMINISTRATIVE SECRETARY	1.00	0.00	1.00	0.00
ADMINISTRATIVE INTERN	0.75	0.00	0.75	0.00
Division Sub-Total	3.75	0.00	3.75	0.00
Division Total	3.75		3.75	
	=====		=====	

## DIVISION SUMMARY BY EXPENDITURE CATEGORY

### ENGINEERING/TRANSPORTATION DIV

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
EMPLOYEE SERVICES	3,504,185	3,837,336	4,150,811
MAINTENANCE & UTILITIES	1,009,793	1,037,779	983,779
SUPPLIES & SERVICES	209,411	126,643	125,540
CAPITAL EXPENSE	0	0	0
<b>SUBTOTAL</b>	<b>4,723,389</b>	<b>5,001,758</b>	<b>5,260,130</b>
<b>NET INTERDEPARTMENTAL</b>	<b>1,945,070-</b>	<b>1,944,990-</b>	<b>2,193,996-</b>
<b>TOTAL</b>	<b>2,778,319</b>	<b>3,056,768</b>	<b>3,066,134</b>

## AUTHORIZED PERSONNEL BUDGET YEAR 2004/2005

### 100-GENERAL FUND

#### 2100-ENGINEERING/TRANSPORTATION DIV

	Adopted 2003/ 2004	Frozen 2003/ 2004	Adopted 2004/ 2005	Frozen 2004/ 2005
DEPUTY DIRECTOR OF PUBLIC WORKS	1.00	0.00	1.00	0.00
TRANSPORTATION/DEVELOPMENT MGR.	1.00	0.00	1.00	0.00
DESIGN & CONSTRUCTION SERVICES MGR	1.00	0.00	1.00	0.00
SENIOR CIVIL ENGINEER	1.00	0.00	0.00	1.00
SENIOR TRANSPORTATION PLANNER	1.00	0.00	1.00	0.00
SUPERVISING CONSTRUCTION INSPECTOR	1.00	0.00	1.00	0.00
SURVEY ENGINEER	1.00	0.00	1.00	0.00
ASSOC CIVIL ENGINEER	4.00	1.00	4.00	1.00
ASSOC TRANSPORTATION ENGINEER	2.00	0.00	2.00	0.00
ASSOCIATE TRANSPORTATION PLANNER	1.00	0.00	1.00	0.00
ADMINISTRATIVE ANALYST II	1.00	0.00	1.00	0.00
ASSIST CIVIL ENGINEER	5.00	0.00	5.00	0.00
ASSISTANT TRANSPORTATION ENGR	1.00	0.00	1.00	0.00
REAL PROPERTY ASSOCIATE	1.00	0.00	1.00	0.00
SURVEYOR	2.00	0.00	2.00	0.00
CONSTRUCTION INSPECTOR	8.00	0.00	8.00	0.00
ENGINEERING TECHNICIAN	5.00	0.00	5.00	0.00
SENIOR SECRETARY	2.00	0.00	2.00	0.00
SECRETARY	1.00	0.00	1.00	0.00
ADMINISTRATIVE CLERK II	1.00	0.00	1.00	0.00

Division Sub-Total	41.00	1.00	40.00	2.00
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Division Total	42.00		42.00	
	=====		=====	

## DIVISION SUMMARY BY EXPENDITURE CATEGORY

### LANDSCAPE MAINTENANCE DIVISION

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
EMPLOYEE SERVICES	1,719,028	1,618,848	1,758,290
MAINTENANCE & UTILITIES	219,485	199,511	199,511
SUPPLIES & SERVICES	358,239	341,997	341,997
CAPITAL EXPENSE	0	0	0
	-----	-----	-----
SUBTOTAL	2,296,752	2,160,356	2,299,798
NET INTERDEPARTMENTAL	114,419-	94,691-	85,614-
	-----	-----	-----
TOTAL	2,182,333 =====	2,065,665 =====	2,214,184 =====

## AUTHORIZED PERSONNEL BUDGET YEAR 2004/2005

### 100-GENERAL FUND

#### 2300-LANDSCAPE MAINTENANCE DIVISION

	Adopted 2003/ 2004	Frozen 2003/ 2004	Adopted 2004/ 2005	Frozen 2004/ 2005
LANDSCAPE MAINTENANCE MANAGER	1.00	0.00	1.00	0.00
LANDSCAPE MAINTENANCE SUPERVISOR	1.00	0.00	1.00	0.00
GROUNDSKEEPER III	1.00	0.00	1.00	0.00
TREE TRIMMER	3.00	1.00	3.00	1.00
GROUNDSKEEPER II	1.00	0.00	1.00	0.00
SENIOR SECRETARY	1.00	0.00	1.00	0.00
GROUNDSKEEPER I	16.00	0.00	14.00	2.00
			-----	-----
Division Sub-Total	24.00	1.00	22.00	3.00
			-----	-----
Division Total	25.00 =====		25.00 =====	

## DIVISION SUMMARY BY EXPENDITURE CATEGORY

### STREET MAINTENANCE DIVISION

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
EMPLOYEE SERVICES	1,225,937	1,120,777	1,115,692
MAINTENANCE & UTILITIES	40,406	66,473	66,473
SUPPLIES & SERVICES	338,403	316,921	353,921
CAPITAL EXPENSE	0	0	0
	-----	-----	-----
SUBTOTAL	1,604,746	1,504,171	1,536,086
NET INTERDEPARTMENTAL	618,729-	470,425-	300,784-
	-----	-----	-----
TOTAL	986,017	1,033,746	1,235,302
	=====	=====	=====

## AUTHORIZED PERSONNEL BUDGET YEAR 2004/2005

### 100-GENERAL FUND

#### 2400-STREET MAINTENANCE DIVISION

	Adopted 2003/ 2004	Frozen 2003/ 2004	Adopted 2004/ 2005	Frozen 2004/ 2005
STREETS MAINTENANCE MANAGER	1.00	0.00	1.00	0.00
STREETS MAINTENANCE SUPERVISOR	1.00	0.00	1.00	0.00
SENIOR MAINTENANCE LEADER	1.00	0.00	1.00	0.00
MAINTENANCE LEADER	3.00	0.00	2.00	1.00
SENIOR SECRETARY	1.00	0.00	1.00	0.00
MAINTENANCE WORKER	6.00	0.00	4.00	2.00
LABORER	3.00	0.00	2.00	1.00
Division Sub-Total	16.00	0.00	12.00	4.00
Division Total	16.00		16.00	
	=====		=====	



FUND: GENERAL FUND  
PROGRAM MANAGER: SOLID WASTE MANAGER

FUND NUMBER: 100-4632

### DIVISION SUMMARY BY EXPENDITURE CATEGORY

#### SOLID WASTE PROGRAM

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
EMPLOYEE SERVICES	0	0	0
MAINTENANCE & UTILITIES	0	95	0
SUPPLIES & SERVICES	8,797	45,766	6,931
CAPITAL EXPENSE	0	0	0
	-----	-----	-----
SUBTOTAL	8,797	45,861	6,931
NET INTERDEPARTMENTAL	15,693	17,479	18,091
	-----	-----	-----
TOTAL	24,490	63,340	25,022
	=====	=====	=====

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## **COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT**

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### **CED ADMINISTRATION DIVISION**

- Policy Development/Analysis
- Department Management
- Program Coordination
- Special Projects

### **BUILDING DIVISION**

- Building Inspection
- Plan Check
- Rental Inspection

### **PLANNING DIVISION**

- Current Planning
- Advance Planning
- Zoning Administration
- Subdivision/Annexation

### **NEIGHBORHOOD AND ECONOMIC DEVELOPMENT DIVISION**

- Economic Development
- Social Services
- Community Preservation
- Zoning Enforcement

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Only the above four divisions are supported by the General Fund. The Community and Economic Development Department also administers the Redevelopment Agency and the Redevelopment Agency's Low and Moderate Income Housing Program, located in the Redevelopment Agency section. In addition, four Neighborhood and Economic Development Division programs are located in the Special Revenue Fund section of this document.

# **Community and Economic Development Department**

## **MISSION STATEMENT**

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The mission of the Community and Economic Development Department is to manage the future development of Hayward, in order to assure the economic health of the community and a high quality of life for its residents. The Department is comprised of the following divisions: Community and Economic Development (CED) Administration, Building, Planning, and Neighborhood & Economic Development.

## **CED Administration Division**

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The CED Administration Division ensures that the community development policies of the City Council, and the resulting programs and projects, are implemented. The Division sets goals and objectives for the Department's four divisions, and directs, reviews, and coordinates their work. Administration takes a lead role in developing policy recommendations, and implementing special projects assigned by the City Manager, and coordinates budgeting, personnel, and other administrative activities of the Department.

## **Building Division**

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The Building Division includes the Building Inspection, Plan Check, and Rental Housing Inspection programs. These programs foster the health, safety, and attractiveness of the community through building and housing code compliance and nuisance abatement. The Division is the permit-issuing agency for all construction work on private property, and work in the public right-of-way, and performs plan checking for compliance with requirements of City and State codes and ordinances, industry standards and State mandated programs. The Division verifies and collects related fees, and inspects construction for compliance with approved plans and City and State regulations. The Rental Housing Inspection Program performs mandatory code compliance inspections of single and multifamily rental housing units. Inspectors also respond to complaints about code violations involving apartment and single-family rentals.

## **Planning Division**

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The Planning Division consists of the Current and Advance Planning programs. The Current Planning Program processes applications for land development requests in Hayward through administration of the Subdivision Ordinance, Zoning Ordinance, the California Environmental Quality Act, design review guidelines, and other development policies and regulations. It also initiates development of land-use related policies, and coordinates with other jurisdictions and organizations on land use issues; administers the Park Dedication In-Lieu Fee Trust Fund; and provides landscape design, review, and inspection services. The Advance Planning Program undertakes research and analysis necessary for the development, refinement, and implementation of long-range land use policies, including annexation issues. This includes the General Plan, neighborhood plans, and various specific plans. Neighborhood planning activities involve residents in land use policy-making processes. The Division provides staff support to the Planning Commission and the City Council Commercial Center Improvement Committee.

## **Community and Economic Development Department**

### **Neighborhood and Economic Development Division**

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The Neighborhood and Economic Development Division includes Economic Development, Neighborhood Programs, and Social Services. The Economic Development Program conducts business attraction, retention, and expansion activities in support of the economic health of the City. The Social Services Program develops, supports, and coordinates social services in the Hayward community. Neighborhood Programs are comprised of the Neighborhood Partnership Program, the Community Preservation Program and the residential and commercial rehabilitation programs, affordable housing development and public facilities funded by the Community Development Block Grant and Low Income Housing Fund (located in the Special Revenue Funds section of the budget.) This comprehensive approach to community and neighborhood revitalization is achieved through the combined use of incentive and enforcement measures.

### **2003-04 DEPARTMENT ACCOMPLISHMENTS**

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1. Preparation of a conceptual plan for the South Hayward BART Station area has been deferred until FY 2004-05, until results of the Route 238 alternative planning process have been received.
2. Completed the background work for the review of residential design guidelines and held a preliminary work session with the Planning Commission. Additional information is being assembled in preparation for review by the City Council during FY 2004-05.
3. Due to the California economy, outreach and marketing to industrial/commercial businesses was limited.
4. Revised Rental Housing Inspection Program to reduce cycle time, and integrated Rental Housing Inspection Program and Community Preservation Program files into the Eden computer software system.
5. Initiated comprehensive review of City's Subdivision Ordinance.
6. Conducted research regarding Historic Preservation Ordinance.
7. Initiated Mount Eden annexation study, evaluated fiscal impacts, and held community meetings to share information and receive comments.

### **2004-05 DEPARTMENT OBJECTIVES**

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1. Submit annexation application for Mt. Eden to Local Agency Formation Commission.
2. Continue implementation of Cannery Area Plan.
3. Develop small lot, single-family design guidelines.
4. Initiate South Hayward BART Station concept study.
5. Develop and present information to the Council, regarding Historical Preservation measures.

## Community and Economic Development

### Social Services Funding

The City's Social Services Program has the primary responsibility for the development, support, and coordination of social services in Hayward. One way in which this is accomplished is through the funding of nonprofit social services programs. The demand for City funds by social service agencies is consistently greater than the amount of resources available. Consequently, the Council is faced with the difficult decision of which social services to support each year.

Through the City's competitive process, Social Service Funding Guidelines and Social Services Proposal Rating Criteria provide a framework for distributing the funds available in an equitable manner. By using this framework, a variety of population groups and issues are supported through an array of services, which represent a balance between intervention and prevention efforts. This process does not guarantee funding to any specific social service agencies from one year to the next, but it does support a basic social services infrastructure, which addresses the broad concerns of the Hayward community. Organizations receiving General Fund Social Service funding include:

	<b>Adopted 2004-05</b>
<b>Community Organization/Activity</b>	
BACS - Hedco	14,000
Chabot College - National Youth Sports Program (NYSP)	5,000
Community Alliance for Special Education (CASE)	9,600
Community Childcare Coordinating Council (4C's)	15,000
Community Resources for Independent Living (CRIL)	18,000
Eden I&R - CHAIN Program	20,000
Emergency Shelter Program (ESP)	24,000
Family Emergency Shelter Coalition (FESCO)	23,700
Family Violence Law Center	30,000
Hayward Area Recreation & Park District - Youth Enrichment Program (YEP)	19,500
Horizon Services / Lambda Youth Project	14,500
Human Outreach Agency	17,000
International Institute of the East Bay	5,000
Legal Assistance for Seniors	14,500
Lincoln Child Center - Kinship Support	10,000
Parental Stress Service, Inc.	22,000
Planned Parenthood	10,000
Salvation Army	15,000
SAVE / Community Oriented Prevention Services (COPS)	9,000
SAVE/WINGS	7,200
South Hayward Parish - Food Pantry	17,400
St. Joseph's Center for the Deaf	10,000
St. Rose Hospital Foundation	19,600
<b>TOTAL</b>	<b>350,000</b>

## **Community and Economic Development**

### **Social Services Funding**

#### **Organization Descriptions:**

**BACS – Hedco House** – Provides structured day program for adults with severe and persistent mental disabilities.

**Chabot College – National Youth Sports Program (NYSP)** – Provides a Summer day program at the Chabot campus where low-income children from Hayward can participate in athletic and educational activities.

**Community Alliance for Special Education (CASE)** – Works with schools and families to ensure that children with disabilities receive appropriate education services.

**Community Childcare Coordinating Council (4C'S)** - Provides a training program for low-income Spanish-speaking childcare providers..

**Community Resources for Independent Living (CRIL)** – Provides independent living services to low-income Hayward residents who have disabilities.

**Eden I&R – CHAIN Program** - Community Housing and Information Network (CHAIN) phone referral service for housing and social services needs.

**Emergency Shelter Program (ESP)** – Provides shelter for female survivors of domestic violence and for homeless women and their children.

**Family Emergency Shelter Coalition (FESCO)** –Provides shelter to homeless families (including two parent families) located in Hayward.

**Family Violence Law Center** - Provides in-court legal representation to plaintiffs in domestic violence cases and overnight emergency services to Hayward residents involved in incidents of domestic violence.

**HARD/Youth Enrichment Program (YEP)** – Provides after school enrichment activities at the Longwood Elementary School site.

**Horizon Services / Lambda Youth Project** – Provides counseling and peer support to gay, lesbian, bisexual, and transgender youth.

**Human Outreach Agency** – Provides shelter and support services to homeless men in Hayward.

**International Institute of the East Bay** – Provides legal services to individuals and families who need assistance resolving immigration issues.

**Legal Assistance for Seniors** - Provides legal services to low-income seniors who are having legal problems, usually relating to medical benefits, housing, or income.

**Lincoln Child Center - Kinship Support** – Provides assistance to low-income grandparents or other extended family members who step in to raise the children of their relatives, thereby preventing those children from going to foster care homes.

<b>Community and Economic Development</b> Social Services Funding
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**Parental Stress Service, Inc.** Provides services for children who have been victimized by physical, mental, and or sexual abuse.

**Planned Parenthood** – Provides information and support to parents in their role as their children's primary sexuality educator.

**The Salvation Army – Motel Vouchers** - Provides emergency shelter to homeless families.

**SAVE / Community Oriented Prevention Services (COPS)** - Provides crisis intervention and case management services to families who have experienced incidents of domestic violence.

**SAVE/WINGS** - Provides below-market transitional housing and support services to female survivors of domestic violence and their children.

**South Hayward Parish – Food Pantry** – Provides emergency food to low-income south Hayward residents.

**St. Joseph's Center for the Deaf** - Provides counseling and education to deaf children and their (hearing) parents.

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FUND: GENERAL FUND  
PROGRAM MANAGER: DIR COMMUNITY & ECON DEVELOP

FUND NUMBER: 100-4600

## DEPARTMENT SUMMARY BY EXPENDITURE CATEGORY

### COMMUNITY&ECON.DEV.DEPARTMENT

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
EMPLOYEE SERVICES	4,800,506	5,382,739	5,379,632
MAINTENANCE & UTILITIES	14,869	10,380	10,380
SUPPLIES & SERVICES	1,135,764	880,755	787,705
CAPITAL EXPENSE	16,741	0	0
	-----	-----	-----
SUBTOTAL	5,967,880	6,273,874	6,177,717
NET INTERDEPARTMENTAL	502,652-	533,360-	673,405-
	-----	-----	-----
TOTAL	5,465,228 =====	5,740,514 =====	5,504,312 =====

**AUTHORIZED PERSONNEL  
BUDGET YEAR 2004/2005**

**100-GENERAL FUND**

	Adopted 2003/ 2004	Frozen 2003/ 2004	Adopted 2004/ 2005	Frozen 2004/ 2005
<b>4600-COMMUNITY&amp;ECON.DEV.DEPARTMENT</b>				
DIR.OF COMMUNITY & ECON. DEV.	1.00	0.00	1.00	0.00
CITY BUILDING OFFICIAL	1.00	0.00	1.00	0.00
PLANNING MANAGER	1.00	0.00	1.00	0.00
NEIGHBORHOOD & ECONOMIC DEVELOPMENT MNGR	1.00	0.00	1.00	0.00
PRINCIPAL PLANNER	1.00	0.00	1.00	0.00
DEVELOPMENT REVIEW ENGINEER	1.00	0.00	1.00	0.00
SOCIAL SERVICES PLANNING MANAGER	1.00	0.00	1.00	0.00
*NEIGHBORHOOD PARTNERSHIP MANAGER	1.00	0.00	0.00	0.00
LANDSCAPE ARCHITECT	1.00	0.00	1.00	0.00
SENIOR PLANNER	1.00	1.00	1.00	1.00
PLAN CHECKING ENGINEER	1.00	0.00	1.00	0.00
SUPERVISING BUILDING INSPECTOR	1.00	0.00	1.00	0.00
ASSOC PLANNER	4.00	0.00	3.50	0.50
SENIOR PLAN CHECKER	1.00	0.00	0.00	1.00
SR. BUILDING INSPECTOR/ELECTRICAL	1.00	0.00	1.00	0.00
SR. BUILDING INSPECTOR/PLUM-MECH.	1.00	0.00	1.00	0.00
SR. BUILDING INSPECTOR/STRUCTURAL	1.00	0.00	1.00	0.00
ECONOMIC DEVELOPMENT SPECIALIST	0.00	1.00	0.00	1.00
PLAN CHECKER	3.00	0.00	3.00	0.00
SR.COMMUNITY PRESERVATION INSPECTOR	1.00	0.00	1.00	0.00
SR HOUSING INSPECTOR	1.00	0.00	1.00	0.00
BUILDING INSPECTOR	5.00	1.00	5.00	1.00
ADMINISTRATIVE ANALYST I	1.00	0.00	1.00	0.00
DEVELOPMENT REVIEW SPECIALIST	1.00	0.00	1.00	0.00
ASSISTANT PLANNER	2.00	0.00	2.00	0.00
COMMUNITY PRESERVATION INSPECTOR	6.00	0.00	4.00	2.00
HOUSING INSPECTOR	4.00	0.00	4.00	0.00
ADMINISTRATIVE SECRETARY	1.00	0.00	1.00	0.00
COMMUNITY PROGRAMS SPECIALIST	1.00	0.00	1.00	0.00
GRAPHICS/PLANNING ILLUSTRATOR	1.00	0.00	0.50	0.50
SENIOR SECRETARY	3.00	0.00	3.00	0.00
SECRETARY	4.50	0.00	4.00	0.50
PERMIT TECHNICIAN	2.00	0.00	2.00	0.00
ADMINISTRATIVE CLERK II	4.00	0.00	4.00	0.00
ADMINISTRATIVE INTERN	0.50	0.00	0.00	0.50
 Department Sub-Total	 61.00	 3.00	 55.00	 8.00
 Department Total	 64.00 =====		 63.00 =====	

\* Funding for this position moved to Community and Economic Development Fund.

FUND: GENERAL FUND  
 DEPARTMENT: COMMUNITY&ECON.DEV.DEPARTMENT  
 PROGRAM MANAGER: DIR COMMUNITY & ECON DEVELOP

FUND NUMBER: 100-4601

## ACTIVITY SUMMARY BY EXPENDITURE CATEGORY

### CED - ADMINISTRATION DIVISION

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
EMPLOYEE SERVICES	301,861	379,239	360,918
MAINTENANCE & UTILITIES	762	185	185
SUPPLIES & SERVICES	5,431	5,355	6,255
CAPITAL EXPENSE	0	0	0
	-----	-----	-----
SUBTOTAL	308,054	384,779	367,358
NET INTERDEPARTMENTAL	76,332-	100,963-	115,512-
	-----	-----	-----
TOTAL	231,722	283,816	251,846
	=====	=====	=====

## AUTHORIZED PERSONNEL BUDGET YEAR 2004/2005

### 100-GENERAL FUND

	Adopted 2003/ 2004	Frozen 2003/ 2004	Adopted 2004/ 2005	Frozen 2004/ 2005
<b>4601-CED - ADMINISTRATION DIVISION</b>				
DIR.OF COMMUNITY & ECON. DEV.	1.00	0.00	1.00	0.00
ADMINISTRATIVE ANALYST I	1.00	0.00	1.00	0.00
ADMINISTRATIVE SECRETARY	1.00	0.00	1.00	0.00
Activity Sub-Total	3.00	0.00	3.00	0.00
	-----	-----	-----	-----
Activity Total	3.00		3.00	
	=====		=====	

## DIVISION SUMMARY BY EXPENDITURE CATEGORY

### PLANNING DIVISION

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
EMPLOYEE SERVICES	1,492,012	1,640,775	1,708,492
MAINTENANCE & UTILITIES	2,289	4,489	4,489
SUPPLIES & SERVICES	172,329	63,000-	50,183
CAPITAL EXPENSE	4,259	0	0
	-----	-----	-----
SUBTOTAL	1,670,889	1,582,264	1,763,164
NET INTERDEPARTMENTAL	259,325-	200,000-	220,000-
	-----	-----	-----
TOTAL	1,411,564	1,382,264	1,543,164
	=====	=====	=====

## AUTHORIZED PERSONNEL BUDGET YEAR 2004/2005

### 100-GENERAL FUND

#### 1500-PLANNING DIVISION

	Adopted 2003/ 2004	Frozen 2003/ 2004	Adopted 2004/ 2005	Frozen 2004/ 2005
PLANNING MANAGER	1.00	0.00	1.00	0.00
PRINCIPAL PLANNER	1.00	0.00	1.00	0.00
DEVELOPMENT REVIEW ENGINEER	1.00	0.00	1.00	0.00
LANDSCAPE ARCHITECT	1.00	0.00	1.00	0.00
SENIOR PLANNER	1.00	1.00	1.00	1.00
ASSOC PLANNER	4.00	0.00	3.50	0.50
DEVELOPMENT REVIEW SPECIALIST	1.00	0.00	1.00	0.00
ASSISTANT PLANNER	2.00	0.00	2.00	0.00
GRAPHICS/PLANNING ILLUSTRATOR	1.00	0.00	0.50	0.50
SENIOR SECRETARY	2.00	0.00	2.00	0.00
SECRETARY	1.00	0.00	1.00	0.00
ADMINISTRATIVE CLERK II	2.00	0.00	2.00	0.00
ADMINISTRATIVE INTERN	0.50	0.00	0.00	0.50
Division Sub-Total	18.50	1.00	17.00	2.50
	-----	-----	-----	-----
Division Total	19.50		19.50	
	=====		=====	

## DIVISION SUMMARY BY EXPENDITURE CATEGORY

### BUILDING DIVISION

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
EMPLOYEE SERVICES	1,907,682	2,218,439	2,332,077
MAINTENANCE & UTILITIES	8,351	4,012	4,012
SUPPLIES & SERVICES	337,555	235,133	245,883
CAPITAL EXPENSE	8,960	0	0
	-----	-----	-----
SUBTOTAL	2,262,548	2,457,584	2,581,972
NET INTERDEPARTMENTAL	1,510-	0	0
	-----	-----	-----
TOTAL	2,261,038 =====	2,457,584 =====	2,581,972 =====

## AUTHORIZED PERSONNEL BUDGET YEAR 2004/2005

### 100-GENERAL FUND

#### 2700-BUILDING DIVISION

	Adopted 2003/ 2004	Frozen 2003/ 2004	Adopted 2004/ 2005	Frozen 2004/ 2005
CITY BUILDING OFFICIAL	1.00	0.00	1.00	0.00
PLAN CHECKING ENGINEER	1.00	0.00	1.00	0.00
SUPERVISING BUILDING INSPECTOR	1.00	0.00	1.00	0.00
SENIOR PLAN CHECKER	1.00	0.00	0.00	1.00
SR. BUILDING INSPECTOR/ELECTRICAL	1.00	0.00	1.00	0.00
SR. BUILDING INSPECTOR/PLUM-MECH.	1.00	0.00	1.00	0.00
SR. BUILDING INSPECTOR/STRUCTURAL	1.00	0.00	1.00	0.00
PLAN CHECKER	3.00	0.00	3.00	0.00
SR HOUSING INSPECTOR	1.00	0.00	1.00	0.00
BUILDING INSPECTOR	5.00	1.00	5.00	1.00
HOUSING INSPECTOR	4.00	0.00	4.00	0.00
SENIOR SECRETARY	1.00	0.00	1.00	0.00
SECRETARY	1.00	0.00	1.00	0.00
PERMIT TECHNICIAN	2.00	0.00	2.00	0.00
ADMINISTRATIVE CLERK II	2.00	0.00	2.00	0.00
Division Sub-Total	26.00	1.00	25.00	2.00
	-----		-----	
Division Total	27.00 =====		27.00 =====	

## DIVISION SUMMARY BY EXPENDITURE CATEGORY

### NEIGHBORHD & ECONOMIC DEV DIV

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
EMPLOYEE SERVICES	1,098,951	1,144,286	978,145
MAINTENANCE & UTILITIES	3,467	1,694	1,694
SUPPLIES & SERVICES	620,449	604,267	485,384
CAPITAL EXPENSE	3,522	0	0
	-----	-----	-----
SUBTOTAL	1,726,389	1,750,247	1,465,223
NET INTERDEPARTMENTAL	165,485-	232,397-	337,893-
	-----	-----	-----
TOTAL	1,560,904 =====	1,517,850 =====	1,127,330 =====

## AUTHORIZED PERSONNEL BUDGET YEAR 2004/2005

### 100-GENERAL FUND

	Adopted 2003/ 2004	Frozen 2003/ 2004	Adopted 2004/ 2005	Frozen 2004/ 2005
<b>4610-NEIGHBORHD &amp; ECONOMIC DEV DIV</b>				
NEIGHBORHOOD & ECONOMIC DEVELOPMENT MNGR	1.00	0.00	1.00	0.00
SOCIAL SERVICES PLANNING MANAGER	1.00	0.00	1.00	0.00
*NEIGHBORHOOD PARTNERSHIP MANAGER	1.00	0.00	0.00	0.00
ECONOMIC DEVELOPMENT SPECIALIST	0.00	1.00	0.00	1.00
SR.COMMUNITY PRESERVATION INSPECTOR	1.00	0.00	1.00	0.00
COMMUNITY PRESERVATION INSPECTOR	6.00	0.00	4.00	2.00
COMMUNITY PROGRAMS SPECIALIST	1.00	0.00	1.00	0.00
SECRETARY	2.50	0.00	2.00	0.50
Division Sub-Total	13.50	1.00	10.00	3.50
			-----	-----
Division Total		14.50 =====	13.50 =====	

\* Funding for this position moved to Community and Economic Development Fund.

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## **LIBRARY DEPARTMENT**

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### **LIBRARY ADMINISTRATION**

- City/Community Liaison
- Budget Administration
- Personnel
- Staff Development & Training
- Grant Development & Management

### **PUBLIC SERVICES**

- Information Services
- Collection Development
- Programming
- Adult Services
- Youth Services

### **LITERACY PROGRAM**

- Adult Literacy Services
- Tutor Training
- Families For Literacy
- Mini-Learning Center

### **SUPPORT SERVICES**

- Acquisitions
- Circulation
- Facilities
- Interlibrary Loan
- Book Repair
- Paging
- Processing

### **SYSTEMS**

- Automation Management
- Automation Development
- Cataloging
- Data Entry



## **Library Department**

### **MISSION STATEMENT**

The Library Department serves the community by providing materials and services that support each individual's right to know and that encourage the development of a lifelong interest in reading and literature. The Library is a popular materials and reference center, actively promoting use of its diverse collection through the assistance of trained and helpful staff. The Library serves as an advocate and resource for new readers of all ages. The Library promotes and celebrates the diverse culture and heritage of the community in all of its services and programs.

### **Library Program**

Hayward libraries are the primary resource in the community for free access to a wide range of information, discovering and taking home reading, audio and visual material, and receiving guidance in selecting materials and in searching and using the Internet, research databases and computer programs. Library service to the public is provided at the Main Library and at the Weekes Branch Library for 56 hours per week. Staff utilizes a wide variety of resources from traditional book collections to the latest in electronic information systems in providing high quality, friendly customer service at the library and by telephone to children, teenagers, and adults. The Library offers regular weekly and monthly programs for children and adults, the publication and distribution of booklists and brochures and displays on topics of public interest. The Library also provides community outreach programs in the Hayward schools, to mobile home parks, convalescent hospitals, and to homebound customers. Library use instruction is provided to individuals and groups within the Library and in the Hayward schools.

Materials and extensive programming of pre-reading experiences for children from birth to school-age are offered throughout the year. Primary grade readers are provided with a variety of easy-to-read materials and upper elementary and middle school readers with age appropriate materials. Programs that promote reading, including a summer reading game, are provided for all school-age groups. Young adults are offered instructional, career choice, and leisure time materials and programs as well as a volunteer opportunity, Student Friends.

The Library maintains a collection in eight languages including books, pamphlets, magazines, newspapers, audio and video cassettes, compact discs and DVDs totaling over 200,000 items. Access to the collection and the collection of other libraries and the World Wide Web is provided through an on-line computer catalog, with automated circulation, at the Library or via dial-in or through the World Wide Web. The Library provides public Internet, word processing, and online database access during all hours the Library is open. The Hayward Library participates in the Bay Area Library and Information System (BALIS), providing interlibrary loan services, borrowing privileges in other California libraries and advanced information services at the regional and state level. The Hayward Library is a member of Link+, a system that offers Hayward library customers the ability to make online requests for materials from over forty academic and public libraries throughout California.

The Library actively cooperates with local community agencies and the Hayward Unified School District to enhance service, improve information sharing and visibility, provide programs and displays in the Library, and promote the Hayward Libraries to local residents.

## **Library Department**

### **Literacy Program**

Literacy Plus, Hayward Public Library's free tutoring program, provides one-to-one tutoring and related services to English-speaking adults. Participants must be age 16 and over, and not in high school, must live in the Hayward service area and read below eighth grade level. Assessments are conducted to determine eligibility, learning needs and goals. Progress is checked regularly. When appropriate, learners are referred to adult school, the Regional Occupation Program, Chabot College, Department of Rehabilitation, and other agencies. Volunteer tutors must complete an 18-hour training course. Literacy Plus also operates a "Mini-Learning Center" for children and a "Families for Literacy" program. The Literacy Coordinator works with an advisory Literacy Council of representatives from many supportive local organizations including Cal State Hayward, Chabot College, Hayward Unified School District, Hayward Adult School, the Employment Development Department and the offices of the Mayor and the State Senator.

### **2003-04 DEPARTMENT ACCOMPLISHMENTS**

1. Deferred the implementation of a pilot project, in partnership with the Hayward Unified School District, which would electronically link the District's Instructional Resource Center to the Hayward Public Library, until staffing and funding levels of both organizations are restored. This would provide teachers and students the ability to make online requests for materials from the Library, with delivery of these materials to the Instructional Resource Center.

### **2004-05 DEPARTMENT OBJECTIVES**

1. Apply for grant funding to complete the feasibility study of electronically linking the Hayward Public Library to Hayward Unified School District campuses. This linking project would provide teachers and students the ability to use the Library's electronic databases and to make online requests for materials from the Library, with delivery of these materials to each school site.
2. Expand the annual "Celebrating Cultures in Harmony Festival" scheduled for October, 2004, to include additional community partners and financial support from the Alameda County Arts Council, the Friends of the Hayward Public Library, Mervyn's and Target Corporation.

## DEPARTMENT SUMMARY BY EXPENDITURE CATEGORY

### LIBRARY DEPARTMENT

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
EMPLOYEE SERVICES	2,759,315	2,868,022	2,870,668
MAINTENANCE & UTILITIES	141,331	190,875	191,775
SUPPLIES & SERVICES	453,139	436,704	511,773
CAPITAL EXPENSE	33,859	3,351-	0
	-----	-----	-----
SUBTOTAL	3,387,644	3,492,250	3,574,216
NET INTERDEPARTMENTAL	1,694-	0	0
	-----	-----	-----
TOTAL	3,385,950	3,492,250	3,574,216
	=====	=====	=====

## AUTHORIZED PERSONNEL BUDGET YEAR 2004/2005

### 100-GENERAL FUND

#### 3300-LIBRARY DEPARTMENT

	Adopted 2003/ 2004	Frozen 2003/ 2004	Adopted 2004/ 2005	Frozen 2004/ 2005
LIBRARY DIRECTOR	1.00	0.00	1.00	0.00
LIBRARY SYSTEMS MANAGER	1.00	0.00	1.00	0.00
SUPERVISING LIBRARIAN I	3.00	0.00	3.00	0.00
LIBRARY OPERATIONS MANAGER	1.00	0.00	1.00	0.00
LIBRARIAN II	1.50	0.00	0.50	1.00
ADMINISTRATIVE SECRETARY	1.00	0.00	1.00	0.00
INFORMATION SYSTEMS SUPPORT TECHNICIAN	1.00	0.00	1.00	0.00
LIBRARIAN I	8.50	1.00	8.00	1.50
LITERACY PROGRAM COORDINATOR	1.00	0.00	1.00	0.00
LEAD LIBRARY ASSISTANT	3.00	0.00	3.00	0.00
DATA SYSTEMS OPERATOR	1.00	0.00	0.00	1.00
SENIOR LIBRARY ASSISTANT	3.00	0.00	3.00	0.00
LIBRARY ASSISTANT	9.50	1.00	8.00	2.50
ADMINISTRATIVE CLERK II	1.00	0.00	1.00	0.00
ADMINISTRATIVE CLERK I	0.25	0.00	0.25	0.00
SENIOR LIBRARY PAGE	3.00	1.20	3.00	1.20
LIBRARY PAGE	5.70	1.20	5.70	1.20
LITERACY PROGRAM INTERN	0.00	0.00	0.00	0.00

Department Sub-Total	45.45	4.40	41.45	8.40
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Department Total	49.85		49.85	
	=====		=====	

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## **NON-DEPARTMENTAL**

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### **CITYWIDE EXPENDITURES**

The purpose of the Non-departmental Program is to budget for expenditures that are not based in a specific department or function, and that are of citywide impact.

Budgeted items include:

- City Memberships and Association Dues
- Community Access Programming Fee Budget
- Grants for Community Promotion Activities

## Non-Departmental

### CITYWIDE EXPENDITURES

The Non-departmental Program contains General Fund expenditures that are not allocated to a specific department. These expenditures include dues to organizations in which the City Council and the City as a whole participate, contributions to various community based organizations for special community promotion activities, and other programs that have a citywide purpose.

### BUDGET OVERVIEW

	<b>Adopted 2004-05</b>
<b>Program / Organization:</b>	
Boys and Girl's Club	\$212,500
Community Access Programming	\$32,782
Community Promotion Program	\$150,000
Community Survey	\$0
LAFCo	\$11,006
Neighborhood Improvement Initiative Program	\$25,000
Volunteer Coordinator/Youth Enrichment Program	\$60,592
<b>City Membership in Organizations:</b>	
League of California Cities	\$24,943
East Bay Division of League of California Cities	\$530
Association of Bay Area Governments	\$19,000
Alameda County Mayors' Conference	\$2,700
National League of Cities	\$8,348
Hayward Chamber of Commerce	\$2,050
Sister Cities International	\$800
Economic Development Alliance for Business	\$25,348
US Conference of Mayors	\$9,500
<b>TOTAL</b>	<b>\$585,099</b>

## **Non-Departmental**

### **CITYWIDE EXPENDITURE DESCRIPTIONS**

**Boys and Girl's Club** – Provides recreational and academic services to youth in the South Hayward area. The club is a joint venture between the City and the Hayward Area Parks Department. The Hayward Area Parks Department administers the program while the City provides operational funding.

**Community Access Programming** - The City underwrites the management fee charged by COMCAST for public access programming. Local community groups receive training, studio time, and production assistance services from COMCAST.

**Community Promotion Program** - Grant funds provided to local community groups to assist with special programs and promotions that benefit Hayward residents.

**Community Survey** - Telephone survey of residents about the City and its services.

**Local Agency Formation Commission (LAFCo)** - An independent quasi-legislative agency composed of representatives from Alameda County, its cities and special districts, and the general public. State law mandates that each county establish a LAFCo and also sets forth its powers and duties. LAFCo's primary duty is to review and approve all changes in government structure and boundaries (e.g., incorporations, annexations, detachments, urban service agreements). LAFCo is funded by contributions from Alameda County, its cities and special districts.

**Neighborhood Improvement Initiative Program** - Provides small grants up to \$5,000 to community groups to beautify the public areas in their neighborhoods.

**Volunteer Coordinator/Youth Enrichment Program** - City's share of Coordinator salary. The City's share supports the after-school programs at Ruus Elementary School and Chavez Middle School.

**City Membership in organizations** - These expenditures are determined according to the organizations' dues or contribution schedules.

## Non-Departmental

### Community Promotion Program

Grant funds are provided to local community groups to assist with special programs and promotions that benefit Hayward residents. The community organizations that have received funding in 2004-05 are shown below. The groups' programs/activities are briefly described below and on the following page.

### **BUDGET OVERVIEW**

	<b>Adopted 2004-05</b>
<b>Community Organization/Activity</b>	
Admission Day Celebration Committee	\$200
Bay Area Blues Society – Hayward-Russell City Blues Festival	\$31,379
Dr. Martin Luther King, Jr. Birthday Celebration Committee – Dr. Martin Luther King, Jr. Birthday Celebration	\$2,000
Hayward Arts Council – Arts Promotion	\$23,848
Hayward Forum of the Arts / Sun Gallery – Art Education and Exhibition Facility	\$37,467
Hayward Honor Band / Hayward Arts Council – Chabot Concert	\$7,830
Hayward Municipal Band – Hayward Concert Series	\$18,509
Hayward Volunteer Recognition and Awards Dinner Committee	\$2,000
La Alianza de Hayward – Cinco de Mayo / Mexican Independence Program	\$3,111
Memorial Day Committee – Memorial Day Service	\$800
Pacific Chamber Symphony – Music Education	\$10,191
South Hayward Lions Club – Fourth of July Celebration	\$6,464
Veterans Day Parade Committee – Veterans Day Parade	\$300
Youth Orchestra of Southern Alameda County – Music Program	\$5,901
<b>TOTAL</b>	<b>\$150,000</b>

## Non-Departmental

### Community Promotions Program - Program Descriptions

- **Admission Day Celebration Committee – Admission Day Celebration.** Activities in observance of the anniversary of California's admission to the Union on September 9, 1850.
- **Bay Area Blues Society – Hayward-Russell City Blues Festival.** Event celebrating local blues music and musicians, which recognizes this music's contribution to the history and culture of Hayward and the East Bay.
- **Dr. Martin Luther King Jr. Birthday Celebration Committee - Dr. Martin Luther King Jr. Birthday Celebration.** Annual art and essay contest for students and Citywide event to promote peaceful solutions to problems, including a fund raising and recruitment program for community participation.
- **Hayward Arts Council – Arts Promotion.** Provides arts programs and events including local artist's exhibits, community programs in cooperation with the City such as Light-Up the Season, poetry readings, scholarship awards for youth, and a calendar of arts activities.
- **Hayward Forum of the Arts / Sun Gallery – Art Education and Exhibition Facility.** Arts programming including art exhibitions, hands-on art experiences (field trips) for children, after-school art classes, workshops, lectures, and special presentations.
- **Hayward Honor Band / Hayward Arts Council - Chabot Concert.** Provides instrumental students in the City Of Hayward the opportunity to perform in public with a distinguished guest conductor.
- **Hayward Municipal Band – Hayward Concert Series.** Summer concert series at Hayward Memorial Park on Sunday afternoons.
- **Hayward Volunteer Recognition and Awards Dinner.** Recognition of outstanding volunteers who contribute their time to benefit local human services, non-profit and other programs at an annual dinner.
- **La Alianza de Hayward – Cinco de Mayo/Mexican Independence Program.** Sponsorship of annual Cinco de Mayo and Mexican Independence Day celebrations.
- **Memorial Day Committee – Memorial Day Service.** Sponsorship of the annual Memorial Day Observance at Lone Tree Cemetery, including participation by the Hayward Municipal Band.
- **Pacific Chamber Symphony – Music Education.** Classical music education programs for Hayward elementary school students and a "Solo Star Showdown" competition.
- **South Hayward Lions Club – Fourth of July Celebration.** Sponsorship of annual Independence Day Celebration held at Weekes Park.
- **Veterans Day Parade Committee – Veterans Day Parade.** Sponsorship of the annual Veterans Day Observance and Parade.
- **Youth Orchestra of Southern Alameda County – Music Program.** Provides a comprehensive music program for students (age 6 to 18) with orchestral experience of different levels.



## DEPARTMENT SUMMARY BY EXPENDITURE CATEGORY

### NON DEPARTMENTAL DIVISION

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
EMPLOYEE SERVICES	0	0	0
MAINTENANCE & UTILITIES	0	0	0
SUPPLIES & SERVICES	438,203	483,746	585,099
CAPITAL EXPENSE	0	0	0
	-----	-----	-----
SUBTOTAL	438,203	483,746	585,099
NET INTERDEPARTMENTAL	0	0	0
	-----	-----	-----
TOTAL	438,203	483,746	585,099
	=====	=====	=====

## **Redevelopment Agency Fund**

**Redevelopment Agency Fund** accounts for the revenues and expenditures associated with development and implementation of redevelopment projects by the Hayward Redevelopment Agency.

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### **FUND SECTIONS BY DEPARTMENT**

#### **Community and Economic Development Department**

- **Redevelopment Agency Fund**
- **Redevelopment Agency Low and Moderate Housing Fund**





# CITY OF HAYWARD

## Redevelopment Project Area

INTERSTATE 580

FOOTHILL BOULEVARD

City Hall/Downtown BART

ASTOR STREET

California State University, Hayward

MISSION BOULEVARD

HARDER ROAD

South Hayward BART

WHITTEN ROAD

INTERSTATE 580

International Way

MISSION BOULEVARD

### Legend

- Original Redevelopment Area
- Expansion Area 1
- Expansion Area 2
- Expansion Area 3

0 0.25 0.5 1 1.5 2 Miles



## **Redevelopment Agency Fund**

### **Community And Economic Development Department**

**Redevelopment Agency Fund** accounts for the revenues and expenditures associated with development and implementation of redevelopment projects by the Hayward Redevelopment Agency.

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#### **Revenue Overview**

This fund is comprised of increment revenues based on the incremental growth of property taxes generated within the Hayward Redevelopment Project Area. A mandatory housing assistance program using twenty percent of the gross annual tax increment is separately administered through the Low and Moderate Income Housing. For 2004-05, property tax revenue for this fund is estimated to be \$5.1 million.

#### **Services Provided:**

- Planning
- Project Administration
- Site Assembly and Preparation
- Public Information
- Development Projects

#### **Redevelopment Agency Description**

The Redevelopment Agency is an independent body responsible for developing and implementing redevelopment projects in Hayward. The Agency Board is comprised of the Mayor and City Council. The fund supports expenditures related to the development and implementation of redevelopment projects in Hayward. The original goal of the Downtown Hayward Redevelopment Project was to reestablish the downtown area as a viable commercial center, to expand its mix of uses and activities, and to improve its physical appearance.

The Redevelopment Project Area was significantly expanded in 1998 to include part of the Santa Clara and all of the Burbank neighborhoods. In 2001, it was expanded again to include the entire length of Mission-Foothill Boulevard corridor, within the city limits. Goals for the Burbank/Cannery area include preserving established residential areas and promoting the re-use or redevelopment of obsolete buildings. Goals for the Mission-Foothill area include improving the existing "auto row" area, supporting transit-oriented development in the South Hayward Bart Station, and developing attractive gateway areas.

As a result of its overall redevelopment mission and function, many of the Redevelopment Agency's activities change from year to year. Nevertheless, there are several ongoing activities administered by this division. These include providing staff support for the Downtown Business Improvement Area, the City Council Downtown Committee, the Mark's Historic District Advisory Board, the Downtown Farmer's Market, and the Hayward Redevelopment Area Committee.

The Low and Moderate Income Housing Fund provides housing assistance within and outside of the Redevelopment Area. Eligible activities include: assistance to first-time homebuyers; rehabilitation of single family and multifamily residences; gap financing for affordable housing;

## **Redevelopment Agency Fund**

### **Community And Economic Development Department**

and acquisition, demolition, and new construction of rental or ownership housing. This fund is grouped together with all of the City Of Hayward's housing programs, located in the Special Revenue section of the budget.

#### **2003-04 PROGRAM ACCOMPLISHMENTS**

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1. Deferred the South Hayward BART Concept Study pending the results of the 238 Alternative Study.
2. Continued implementation of Cannery Area Plan to explore sources of potential funding for the construction of the major public facilities planned for the north side of the Cannery Area. The City, Hayward Unified School District, and Hayward Area Recreation District met on a regular basis to coordinate efforts to implement this objective.
3. Presented a Disposition and Development Agreement to the Agency Board for mixed use development at B Street and Foothill Boulevard and associated parking. The Agency also completed the design and construction drawings for a 269 space parking structure on Municipal Lot Two.

#### **2004-05 PROGRAM OBJECTIVES**

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1. Execute Lease and Development Agreement, and facilitate development of retail-theater development at B & Foothill and associated parking.
2. Continue Implementation of Cannery Area Plan: Work with HUSD and HARD to facilitate design and approvals for new joint use elementary school and expanded Cannery Park, and associated infrastructure.
3. Initiate South Hayward BART Concept Study.
4. Complete development of 46 units of housing on Site 4, of which 22 units will be affordable to moderate income households, and market the units for sale.
5. Negotiate the acquisition of 913 B Street and issue a request for proposals to purchase and rehabilitate it to meet seismic standards.

## FUND SUMMARY BY EXPENDITURE CATEGORY

451

### HAYWARD REDEVELOPMENT AGENCY

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
EMPLOYEE SERVICES	364,922	400,129	424,884
MAINTENANCE & UTILITIES	1,269	1,910	1,910
SUPPLIES & SERVICES	711,118	1,614,709	1,915,630
CAPITAL EXPENSE	0	0	0
	-----	-----	-----
SUBTOTAL	1,077,309	2,016,748	2,342,424
NET INTERDEPARTMENTAL	2,612-	0	10,000
	-----	-----	-----
TOTAL	1,074,697	2,016,748	2,352,424
	=====	=====	=====

## AUTHORIZED PERSONNEL BUDGET YEAR 2004/2005

### 451-HAYWARD REDEVELOPMENT AGENCY

	Adopted 2003/ 2004	Frozen 2003/ 2004	Adopted 2004/ 2005	Frozen 2004/ 2005
<b>4411-REDEVELOPMENT AGENCY ADMIN.</b>				
REDEVELOPMENT DIRECTOR	1.00	0.00	1.00	0.00
REDEVELOPMENT PROJECT MANAGER	1.00	1.00	1.00	1.00
REDEVELOPMENT SPECIALIST	1.00	0.00	1.00	0.00
SENIOR SECRETARY	1.00	0.00	1.00	0.00
Activity Sub-Total	4.00	1.00	4.00	1.00
	-----	-----	-----	-----
Activity Total	5.00		5.00	
	=====		=====	

## HAYWARD REDEVELOPMENT AGENCY FUND

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
<b>ESTIMATED REVENUES</b>			
PROPERTY TAXES	4,090,724	3,897,465	5,600,800
INTEREST INCOME	103,524	107,000	61,000
BUILDING RENTAL	150,000	0	0
SALE OF LAND	0	0	0
OTHER REVENUE	75,000	0	150,000
	-----	-----	-----
TOTAL REVENUE	4,419,248	4,004,465	5,811,800
<b>TRANSFERS FROM OTHER FUNDS</b>			
TOTAL-DETAIL ON NEXT PAGE	0	0	0
	-----	-----	-----
TOTAL FUNDS AVAILABLE	4,419,248	4,004,465	5,811,800
	-----	-----	-----
<b>OPERATING REQUIREMENTS</b>			
EMPLOYEE SERVICES	364,922	400,129	424,884
MAINTENANCE & UTILITIES	1,269	1,910	1,910
SUPPLIES & SERVICES	711,118	1,614,709	1,915,630
CAPITAL EXPENSE	0	0	0
NET EXPENSE TRANSFERS	2,612	0	10,000
CAPITAL PROJECTS	127,310	830,000	0
	-----	-----	-----
SUBTOTAL	1,202,007	2,846,748	2,352,424
<b>TRANSFERS TO OTHER FUNDS</b>			
TOTAL-DETAIL ON NEXT PAGE	3,254,587	2,439,011	3,439,981
	-----	-----	-----
TOTAL FUNDS REQUIRED	4,456,594	5,285,759	5,792,405
	-----	-----	-----
EXCESS REVENUE<EXPENDITURES>	< 37,346>	< 1,281,294>	19,395
BEGINNING FUND BALANCE	1,435,653	1,398,307	117,013
	-----	-----	-----
ENDING FUND BALANCE	1,398,307	117,013	136,408
	=====	=====	=====

## HAYWARD REDEVELOPMENT AGENCY FUND

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
<b>TRANSFERS FROM OTHER FUNDS</b>			
TOTAL	0	0	0
<b>TRANSFERS TO OTHER FUNDS</b>			
COST ALLOC TO GENERAL FUND	312,536	337,539	425,000
TRANSFER TO CAPITAL PROJECTS	2,350,000	0	0
LIABILITY INSURANCE ALLOC	4,645	4,645	6,181
D/S - TABS TO HRA DEBT SVC	543,506	544,876	1,602,795
TRANSF TO DOWNTOWN BUS IMPROV	35,000	35,000	35,000
D/S HRA LOAN FROM W/C	0	432,348	216,173
D/S SEWER & WATER LOANS	0	880,162	861,056
D/S -SIDEWALK/STREETSCAPE	0	71,297	184,291
D/S -LOW & MOD LOAN PAYBACK	0	133,144	109,485
MISC TRANSF - D/S 1996 TABS	4,800	0	0
MISC TRSFR TO WTR IMPRVMT FD	2,460	0	0
MISC TRSFR TO WTR REPLCMT FD	1,640	0	0
TOTAL	3,254,587	2,439,011	3,439,981



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## **Special Revenue**

### **Community and Economic Development Department**

**LOW AND MODERATE INCOME HOUSING FUND** - Provides assistance to first time homebuyers, rehabilitation of residences, gap financing, and acquisition, demolition, and new construction of rental or ownership housing.

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#### **Redevelopment Agency**

#### **LOW AND MODERATE INCOME HOUSING PROGRAM**

The Low and Moderate Income Housing Fund provides housing assistance within and outside of the Redevelopment Area. Eligible activities include: assistance to first-time homebuyers; rehabilitation of single family and multifamily residences; gap financing for affordable housing; and acquisition, demolition, and new construction of rental or ownership housing.

The City's first-time homebuyer assistance program, funded with these monies, conducts approximately 20 homeownership preparation workshops a year. The City organized the Hayward Homeownership Roundtable, a group of approximately 30-40 lenders and realtors, who are committed to promoting homeownership opportunities in Hayward. On an annual basis, the City provides approximately 15 first-time homebuyer down payment and closing cost assistance loans.

#### **2003-04 PROGRAM ACCOMPLISHMENTS**

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1. Conducted 15 first-time homebuyer workshops; 11 in English and four in Spanish.
2. Made 15 first-time homebuyer loans.
3. Began construction of 46-unit housing development on Site Four.

## LOW AND MODERATE HOUSING FUND

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
<b>ESTIMATED REVENUES</b>			
PROPERTY TAX	1,022,681	974,366	1,400,200
INTEREST EARNED	57,682	166,000	40,000
OTHER REVENUE	176,128	38,000	50,000
	-----	-----	-----
TOTAL REVENUE	1,256,491	1,178,366	1,490,200
<b>TRANSFERS FROM OTHER FUNDS</b>			
TOTAL-DETAIL ON NEXT PAGE	0	133,144	109,485
	-----	-----	-----
TOTAL FUNDS AVAILABLE	1,256,491	1,311,510	1,599,685
	-----	-----	-----
<b>OPERATING REQUIREMENTS</b>			
EMPLOYEE SERVICES	133,636	143,723	149,884
MAINTENANCE & UTILITIES	0	190	190
SUPPLIES & SERVICES	99,989	328,592	386,205
CAPITAL EXPENSE	510,761	0	0
NET EXPENSE TRANSFERS	31,660	33,233	43,532
	-----	-----	-----
SUBTOTAL	776,046	505,738	579,811
<b>TRANSFERS TO OTHER FUNDS</b>			
TOTAL-DETAIL ON NEXT PAGE	45,418	49,906	60,000
	-----	-----	-----
CAPITAL PROJECTS	1,269,421	0	0
	-----	-----	-----
TOTAL FUNDS REQUIRED	2,090,885	555,644	639,811
	-----	-----	-----
EXCESS REVENUE<EXPENDITURE>	< 834,394>	755,866	959,874
	-----	-----	-----
BEGINNING FUND BALANCE	4,552,577	3,718,183	4,474,049
	-----	-----	-----
ENDING FUND BALANCE	3,718,183	4,474,049	5,433,923
	=====	=====	=====

## LOW AND MODERATE HOUSING FUND

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
<b>TRANSFERS FROM OTHER FUNDS</b>			
D/S -LOW & MOD LOAN PAYBACK	0	133,144	109,485
	-----	-----	-----
TOTAL	0	133,144	109,485
	=====	=====	=====
<b>TRANSFERS TO OTHER FUNDS</b>			
COST ALLOC TO GENERAL FUND	45,418	49,906	60,000
	-----	-----	-----
TOTAL	45,418	49,906	60,000
	=====	=====	=====

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## Special Revenue Funds

**Special Revenue Funds** are used to account for revenue sources for which expenditures are restricted, by law or administrative action, for specified purposes.

### FUND DESCRIPTIONS BY DEPARTMENT

#### Community and Economic Development Department

- **Community Development Block Grant Fund** - Funds received from the U.S. Department of Housing and Urban Development. Activities include providing housing, neighborhood facilities, and economic development serving low and moderate-income residents and downtown commercial building facade improvements.
- **Downtown Business Improvement Fund** - Funds received through assessments levied on businesses in the Downtown Hayward Business Improvement Area for implementation of programs and activities to enhance the district as a shopping and business center. The fund is administered by Redevelopment staff with oversight provided by the BIA Advisory Board.
- **Housing and Homeownership Funds** - Funds consolidated to address the City's housing effort. This group of funds includes 1) the Housing Mortgage Revenue Bond Fund for the Affordable Housing Program, 2) the Redevelopment Agency Low and Moderate Housing Fund, 3) HOME Investment Partnership Fund, and 4) Community Development Block Grant Housing Conservation programs.
- **Small Business Economic Development Loan Fund** - Funds received through the Community Development Block Grant used for loans to assist small businesses that generate new employment for low and moderate-income residents.

#### Police Department

- **Citizen's Option For Public Safety Fund** - Funds received through state legislation, which provides resources to fight crime and protect public safety at the local level, utilizing front line law enforcement services.
- **Local Law Enforcement Block Grant Funds** - Funds received from the Department of Justice, Bureau of Justice Assistance, to support law enforcement, especially in those activities related to schools and education.
- **Narcotics Asset Seizure Fund** - Funds received pursuant to narcotic and seizure law that are restricted to support identified law enforcement activities.

#### Public Works Department

- **Recycling Fund** - Funds received from County Measure D funds, curbside recycling and multi-family recycling service fees, and grants, which are used for the City's recycling programs.

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## **Special Revenue Fund**

### **Community and Economic Development Department**

**COMMUNITY DEVELOPMENT BLOCK GRANT FUND** - Federal block grant that focuses on providing decent housing, revitalized neighborhoods, and expanded economic opportunities for persons of low and moderate income.

#### **Revenue Overview**

This fund accounts for monies received from the United States Department of Housing and Urban Development (HUD). The City is an entitlement grantee and receives an annual allocation of funds. In addition, funds from repayments of Community Development Block Grant (CDBG) loans are placed in this fund and are used on a "last-in, first-out" basis in accordance with federal regulations. The majority of the fund's revenue is the annual entitlement grant from HUD (\$2.09 million is anticipated for 2004-05). Payment of grant funds is made on a reimbursement basis, which is why the fund appears to have a negative balance.

#### **Neighborhood and Economic Development Division**

##### **COMMUNITY DEVELOPMENT BLOCK GRANT ADMINISTRATION PROGRAM**

The Block Grant Fund supports several City programs: CDBG Administrative Program, which administers grant funds and monitors recipient agencies for compliance with program guidelines; the Housing Conservation Program, which provide minor home repairs for the elderly and disabled, and loans and technical assistance for lower income homeowners to enable them to rehabilitate their property; and the Facade Rebate Program, which provides rebates to upgrade the exteriors of downtown commercial buildings.

The CDBG Program, funded through HUD, focuses on providing decent housing, revitalized neighborhoods, and expanded economic opportunities for persons of low to moderate income. Eligible uses of CDBG funds include construction of affordable housing and housing rehabilitation, neighborhood facilities and improvements, public services, and economic development. Additionally, funds are used to upgrade commercial building facades in the downtown.

Technical assistance is provided to prospective applicants and funded agencies to enable them to compete for CDBG funding and, when funded, to administer program activities within HUD and City guidelines. Staff administers the program and ensures that all Federal requirements are met. Staff negotiates work programs with nonprofit agencies, conducts site visits, monitors monthly reimbursement requests, and provides technical assistance to nonprofit organizations receiving CDBG funds. Staff also provides support to the Citizens Advisory Commission.

#### **2003-04 PROGRAM ACCOMPLISHMENTS**

1. Provided grants to nonprofit organizations for the construction of affordable housing and housing rehabilitation, neighborhood facilities and improvements, public services, economic development, and to upgrade commercial building facades in the downtown.

#### **2004-05 PROGRAM OBJECTIVES**

1. Provide grants to nonprofit organizations for the construction of affordable housing and housing rehabilitation, neighborhood facilities and improvements, public services, economic development, and to upgrade commercial building facades in the downtown.
2. Provide financing for the acquisition of 913 B Street.



FUND: COMMUNITY DEV.BLOCK GRANT FUND FUND NUMBER: 225-4200  
PROGRAM MANAGER: NEIGHBORHOOD & ECON DEVEL MGR

## DIVISION SUMMARY BY EXPENDITURE CATEGORY

### COMMUNITY BLOCK GRANT DIVISION

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
EMPLOYEE SERVICES	381,902	569,503	655,805
MAINTENANCE & UTILITIES	1,259	1,340	1,340
SUPPLIES & SERVICES	581,809	2,942,062	2,430,871
CAPITAL EXPENSE	4,494	0	0
	-----	-----	-----
SUBTOTAL	969,464	3,512,905	3,088,016
NET INTERDEPARTMENTAL	812,636	945,351	195,467
	-----	-----	-----
TOTAL	1,782,100	4,458,256	3,283,483
	=====	=====	=====

## AUTHORIZED PERSONNEL BUDGET YEAR 2004/2005

### 225-COMMUNITY DEV.BLOCK GRANT FUND

	Adopted 2003/ 2004	Frozen 2003/ 2004	Adopted 2004/ 2005	Frozen 2004/ 2005
<b>4200-COMMUNITY BLOCK GRANT DIVISION</b>				
NEIGHBORHOOD PARTNERSHIP MANAGER	0.00	0.00	1.00	0.00
COMMUNITY DEVELOPMENT SPECIALIST	1.00	0.00	1.00	0.00
ECONOMIC DEVELOPMENT SPECIALIST	1.00	0.00	0.00	0.00
SR PROPERTY REHABILITATION SPECIALIST	1.00	0.00	1.00	0.00
PROPERTY REHABILITATION SPECIALIST	2.00	0.00	2.00	0.00
COMMUNITY PROGRAMS SPECIALIST	1.00	0.00	1.00	0.00
SECRETARY	1.00	0.00	1.00	0.00
ADMINISTRATIVE INTERN	0.00	0.50	0.00	0.50
Division Sub-Total	7.00	0.50	7.00	0.50
	-----	-----	-----	-----
Division Total	7.50		7.50	
	=====		=====	

FUND: COMMUNITY DEV.BLOCK GRANT FUND FUND NUMBER: 225-4204  
DEPARTMENT: COMMUNITY&ECON.DEV.DEPARTMENT  
PROGRAM MANAGER: NEIGHBORHOOD & ECON DEVEL MGR

## ACTIVITY SUMMARY BY EXPENDITURE CATEGORY

### CDBG PROGRAM ADMIN

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
EMPLOYEE SERVICES	231,334	339,081	303,004
MAINTENANCE & UTILITIES	1,022	1,008	1,008
SUPPLIES & SERVICES	18,452	1,414,479	1,912,327
CAPITAL EXPENSE	4,494	0	0
	-----	-----	-----
SUBTOTAL	255,302	1,754,568	2,216,339
NET INTERDEPARTMENTAL	160,198	141,576	195,467
	-----	-----	-----
TOTAL	415,500	1,896,144	2,411,806
	=====	=====	=====

## AUTHORIZED PERSONNEL BUDGET YEAR 2004/2005

### 225-COMMUNITY DEV.BLOCK GRANT FUND

	Adopted 2003/ 2004	Frozen 2003/ 2004	Adopted 2004/ 2005	Frozen 2004/ 2005
<b>4204-CDBG PROGRAM ADMIN</b>				
NEIGHBORHOOD PARTNERSHIP MANAGER	0.00	0.00	1.00	0.00
COMMUNITY DEVELOPMENT SPECIALIST	1.00	0.00	1.00	0.00
ECONOMIC DEVELOPMENT SPECIALIST	1.00	0.00	0.00	0.00
SR PROPERTY REHABILITATION SPECIALIST	1.00	0.00	0.00	0.00
COMMUNITY PROGRAMS SPECIALIST	1.00	0.00	1.00	0.00
ADMINISTRATIVE INTERN	0.00	0.50	0.00	0.50
Activity Sub-Total	4.00	0.50	3.00	0.50
	-----	-----	-----	-----
Activity Total	4.50		3.50	
	=====		=====	

FUND: COMMUNITY DEV.BLOCK GRANT FUND FUND NUMBER: 225-2712  
 DEPARTMENT: COMMUNITY&ECON.DEV.DEPARTMENT  
 PROGRAM MANAGER: NEIGHBORHOOD & ECON DEVEL MGR

## ACTIVITY SUMMARY BY EXPENDITURE CATEGORY

### HCLP ADMIN

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
EMPLOYEE SERVICES	73,237	145,643	258,106
MAINTENANCE & UTILITIES	237	190	190
SUPPLIES & SERVICES	77,215	276,083	372,469
CAPITAL EXPENSE	0	0	0
	-----	-----	-----
SUBTOTAL	150,689	421,916	630,765
NET INTERDEPARTMENTAL	6,139-	7,182	59,088-
	-----	-----	-----
TOTAL	144,550	429,098	571,677
	=====	=====	=====

## AUTHORIZED PERSONNEL BUDGET YEAR 2004/2005

### 225-COMMUNITY DEV.BLOCK GRANT FUND

#### 2712-HCLP ADMIN

	Adopted 2003/ 2004	Frozen 2003/ 2004	Adopted 2004/ 2005	Frozen 2004/ 2005
SR PROPERTY REHABILITATION SPECIALIST	0.00	0.00	1.00	0.00
PROPERTY REHABILITATION SPECIALIST	1.00	0.00	1.00	0.00
SECRETARY	1.00	0.00	1.00	0.00
Activity Sub-Total	2.00	0.00	3.00	0.00
	-----	-----	-----	-----
Activity Total	2.00		3.00	
	=====		=====	

FUND: COMMUNITY DEV.BLOCK GRANT FUND FUND NUMBER: 225-4289  
DEPARTMENT: COMMUNITY&ECON.DEV.DEPARTMENT  
PROGRAM MANAGER: NEIGHBORHOOD & ECON DEVEL MGR

## ACTIVITY SUMMARY BY EXPENDITURE CATEGORY

### MINOR HOME REPAIR

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
EMPLOYEE SERVICES	77,331	84,779	94,695
MAINTENANCE & UTILITIES	0	142	142
SUPPLIES & SERVICES	116,354	251,367	146,075
CAPITAL EXPENSE	0	0	0
	-----	-----	-----
SUBTOTAL	193,685	336,288	240,912
NET INTERDEPARTMENTAL	847	39,376	59,088
	-----	-----	-----
TOTAL	194,532	375,664	300,000
	=====	=====	=====

## AUTHORIZED PERSONNEL BUDGET YEAR 2004/2005

### 225-COMMUNITY DEV.BLOCK GRANT FUND

	Adopted 2003/ 2004	Frozen 2003/ 2004	Adopted 2004/ 2005	Frozen 2004/ 2005
<b>4289-MINOR HOME REPAIR</b>				
PROPERTY REHABILITATION SPECIALIST	1.00	0.00	1.00	0.00
Activity Sub-Total	1.00	0.00	1.00	0.00
	-----	-----	-----	-----
Activity Total	1.00		1.00	
	=====		=====	

## COMMUNITY DEVELOPMENT BLOCK GRANT FUND

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
<b>ESTIMATED REVENUES</b>			
GRANTS	1,222,527	2,130,000	2,087,000
DELAYED LOAN PAYMENTS	936,143	650,000	1,207,300
INTEREST EARNED	0	0	0
OTHER REVENUE	150,734	1,353,627	0
	-----	-----	-----
TOTAL REVENUE	2,309,404	4,133,627	3,294,300
<b>TRANSFERS FROM OTHER FUNDS</b>			
TOTAL-DETAIL ON NEXT PAGE	0	0	0
	-----	-----	-----
TOTAL FUNDS AVAILABLE	2,309,404	4,133,627	3,294,300
	-----	-----	-----
<b>OPERATING REQUIREMENTS</b>			
EMPLOYEE SERVICES	381,902	569,503	655,805
MAINTENANCE & UTILITIES	1,259	1,340	1,340
SUPPLIES & SERVICES	243,937	2,662,062	2,430,871
CAPITAL EXPENSE	4,494	0	0
NET EXPENSE TRANSFERS	812,636	945,351	195,467
DELAYED LOANS-RENTAL REHAB	337,872	280,000	0
DELAYED LOANS-CDBG	0	0	0
CAPITAL PROJECTS	0	0	0
	-----	-----	-----
SUBTOTAL	1,782,100	4,458,256	3,283,483
<b>TRANSFERS TO OTHER FUNDS</b>			
TOTAL-DETAIL ON NEXT PAGE	8,710	8,710	10,817
	-----	-----	-----
TOTAL FUNDS REQUIRED	1,790,810	4,466,966	3,294,300
	-----	-----	-----
EXCESS REVENUE<EXPENDITURES>	518,594 <	333,339>	0
BEGINNING FUND BALANCE	185,255-	333,339	0
	-----	-----	-----
ENDING FUND BALANCE	333,339	0	0
	=====	=====	=====

# **COMMUNITY DEVELOPMENT BLOCK GRANT FUND**

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
<b>TRANSFERS FROM OTHER FUNDS</b>			
	-----	-----	-----
TOTAL	0	0	0
	=====	=====	=====
<b>TRANSFERS TO OTHER FUNDS</b>			
LIABILITY INSURANCE ALLOC	8,710	8,710	10,817
	-----	-----	-----
TOTAL	8,710	8,710	10,817
	=====	=====	=====

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## **Special Revenue Fund**

Community and Economic Development Department

**DOWNTOWN BUSINESS IMPROVEMENT FUND** - Program to enhance the downtown as a retail and business center.

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### **Revenue Overview**

Assessments levied on businesses in the Downtown Hayward Business Improvement Area (BIA) provide revenue to this fund. Businesses within the BIA pay an annual fee to the BIA. Assessment revenue for FY 2004-05 is anticipated to be \$50,000. An additional \$35,000 in revenue is transferred from the Redevelopment Agency Fund to provide additional support for promotion of the downtown.

### **Downtown Development Division - Redevelopment Agency DOWNTOWN HAYWARD BUSINESS IMPROVEMENT AREA PROGRAM**

BIA provides funding to improve and promote the downtown area. The BIA was created by the City Council in 1984. All funds collected are targeted for administration of programs and events designed to enhance the downtown as a retail and business center. Funds support physical improvement programs, advertising and promotions, and special events to bring potential new customers to the downtown. The Redevelopment Agency staff administers the program.

### **2003-04 PROGRAM ACCOMPLISHMENTS**

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1. Purchased one new set of downtown banners, with installation anticipated in FY 2004-05.
2. Planned the Antique Fair in cooperation with the Historical Society; however, it was ultimately cancelled due to lack of participation by antique vendors.

### **2004-05 PROGRAM OBJECTIVES**

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1. Plan one new downtown promotional event.



## DOWNTOWN BUSINESS IMPROVEMENT FUND

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
<b>ESTIMATED REVENUES</b>			
B.I.A. ASSESSMENT	53,738	48,000	48,000
INTEREST EARNED	2,886	2,000	2,000
OTHER REVENUE	0	0	0
	-----	-----	-----
TOTAL REVENUE	56,624	50,000	50,000
<b>TRANSFERS FROM OTHER FUNDS</b>			
TOTAL-DETAIL ON NEXT PAGE	35,000	35,000	35,000
	-----	-----	-----
TOTAL FUNDS AVAILABLE	91,624	85,000	85,000
	-----	-----	-----
<b>OPERATING REQUIREMENTS</b>			
EMPLOYEE SERVICES	0	0	0
MAINTENANCE & UTILITIES	0	0	0
SUPPLIES & SERVICES	95,897	87,286	87,286
CAPITAL EXPENSE	0	0	0
NET EXPENSE TRANSFERS	0	0	0
	-----	-----	-----
SUBTOTAL	95,897	87,286	87,286
<b>TRANSFERS TO OTHER FUNDS</b>			
TOTAL-DETAIL ON NEXT PAGE	0	0	0
	-----	-----	-----
CAPITAL PROJECTS	0	0	0
	-----	-----	-----
TOTAL FUNDS REQUIRED	95,897	87,286	87,286
	-----	-----	-----
EXCESS REVENUE<EXPENDITURES>	< 4,273>	< 2,286>	< 2,286>
BEGINNING FUND BALANCE	108,970	104,697	102,411
	-----	-----	-----
ENDING FUND BALANCE	104,697	102,411	100,125
	=====	=====	=====

# **DOWNTOWN BUSINESS IMPROVEMENT FUND**

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
<b>TRANSFERS FROM OTHER FUNDS</b>			
TRANSF FROM REDEVELOP AGENCY	35,000	35,000	35,000
	-----	-----	-----
TOTAL	35,000	35,000	35,000
	=====	=====	=====
<b>TRANSFERS TO OTHER FUNDS</b>			
	-----	-----	-----
TOTAL	0	0	0
	=====	=====	=====

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## **Special Revenue**

### **Community and Economic Development Department**

**GROUP SUMMARY - HOUSING AND HOMEOWNERSHIP FUNDS** - All housing and homeownership assistance components have been brought together under one section.

To underscore the City's commitment to housing, particularly homeownership in the City, all housing and homeownership assistance programs are shown together in this section of the budget, although they represent several different funds. This multifaceted approach includes funds available from Mortgage Revenue Bonds, various federal funding sources for housing activities, and the Redevelopment Agency. The remainder of the Special Revenue Funds section will describe more specifically the expenditure restrictions associated with the use of some of the funds.

The following housing and homeownership programs are included in this section:

- Affordable Housing Program
- HOME Investment Partnership Fund
- Housing Conservation Programs
- Low and Moderate Housing Fund (Redevelopment Agency)

#### **2004-05 OBJECTIVES FOR HOUSING AND HOMEOWNERSHIP PROGRAMS**

1. Assist Eden Housing, Inc. in the development of 57 units of affordable family rental housing.
2. Make at least 15 first-time homebuyer loans.
3. Issue approximately \$10 million in tax-exempt multifamily mortgage bonds for the acquisition and rehabilitation of the Lord Tennyson Apartments.

## **Special Revenue**

### **Community and Economic Development Department**

**HOUSING MORTGAGE REVENUE BOND FUND** - This fund collects fees for the issuance of tax-exempt multifamily mortgage revenue bonds and for the monitoring of bond-financed apartment developments.

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#### **Revenue Overview**

Fees paid by developers of multi-family rental housing units represent this fund's revenue source. The fees are reimbursement to the City for costs related to bond issuance and project monitoring.

#### **Neighborhood and Economic Development Division AFFORDABLE HOUSING PROGRAM**

The Housing Mortgage Revenue Bond Fund supports the City's Affordable Housing Program. The aim of the Affordable Housing Program is to increase the supply of high quality affordable housing in Hayward. Staff works with other City departments to recommend policies, programs and ordinances to promote housing affordability. Staff reviews proposals for the development of new housing, and works with non-profit housing developers, other development entities, business interests, state and county programs, and others to develop single-family and multi-family housing that meets the aims of City housing and redevelopment programs. Staff also monitors the Mortgage Revenue Bond Program's multi-family mortgage revenue bond projects and provides training to property management staff on those developments.

To increase the supply of affordable housing in Hayward, staff works with developers to create new rental housing or to acquire and rehabilitate housing affordable to lower income households.

In addition, the City participates in the HOME Consortium with Alameda County (as lead agency) and all cities in Alameda County (except Berkeley and Oakland) to obtain approximately \$460,000 annually in HOME Investment Partnerships Program funds. Staff produces the City's Action Plan and the Consolidated Annual Performance and Evaluation Report (CAPER) for HOME Funds for the Alameda County HOME Consortium's Consolidated Plan and the CAPER for Non-HOME Funds in cooperation with the Community Development Block Grant Administration Program.

#### **2003-04 PROGRAM ACCOMPLISHMENTS**

---

1. Provided funding to assist Eden Housing, Inc. in financing the construction of 50-75 units of rental housing affordable to very low-income households.
2. Implemented the Inclusionary Housing Ordinance as approved by City Council.

## FUND SUMMARY BY EXPENDITURE CATEGORY

245

### HOUSING MORTGAGE BOND FUND

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
EMPLOYEE SERVICES	85,478	90,526	98,270
MAINTENANCE & UTILITIES	0	190	190
SUPPLIES & SERVICES	4,403	34,343	34,343
CAPITAL EXPENSE	0	0	0
	-----	-----	-----
SUBTOTAL	89,881	125,059	132,803
NET INTERDEPARTMENTAL	8,090-	6,167	4,998
	-----	-----	-----
TOTAL	81,791	131,226	137,801
	=====	=====	=====

## AUTHORIZED PERSONNEL BUDGET YEAR 2004/2005

### 245-HOUSING MORTGAGE BOND FUND

	Adopted 2003/ 2004	Frozen 2003/ 2004	Adopted 2004/ 2005	Frozen 2004/ 2005
<b>4501-AFFORDABLE HOUSING DEVELOPMENT</b>				
HOUSING DEVELOPMENT SPECIALIST	1.00	0.00	1.00	0.00
Activity Sub-Total	1.00	0.00	1.00	0.00
	-----	-----	-----	-----
Activity Total	1.00		1.00	
	=====		=====	

## HOUSING MORTGAGE REVENUE BOND FUND

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
<b>ESTIMATED REVENUES</b>			
INTEREST EARNED	30,132	20,000	19,000
OTHER REVENUE	116,295	115,688	85,625
	-----	-----	-----
TOTAL REVENUE	146,427	135,688	104,625
<b>TRANSFERS FROM OTHER FUNDS</b>			
TOTAL-DETAIL ON NEXT PAGE	0	0	0
	-----	-----	-----
TOTAL FUNDS AVAILABLE	146,427	135,688	104,625
	-----	-----	-----
<b>OPERATING REQUIREMENTS</b>			
EMPLOYEE SERVICES	85,478	90,526	98,270
MAINTENANCE & UTILITIES	0	190	190
SUPPLIES & SERVICES	4,403	34,343	34,343
CAPITAL EXPENSE	0	0	0
NET EXPENSE TRANSFERS	8,090-	6,167	4,998
	-----	-----	-----
SUBTOTAL	81,791	131,226	137,801
<b>TRANSFERS TO OTHER FUNDS</b>			
TOTAL-DETAIL ON NEXT PAGE	1,161	1,161	1,545
	-----	-----	-----
CAPITAL PROJECTS	0	0	0
	-----	-----	-----
TOTAL FUNDS REQUIRED	82,952	132,387	139,346
	-----	-----	-----
EXCESS REVENUE<EXPENDITURE>	63,475	3,301 <	34,721>
	-----	-----	-----
BEGINNING FUND BALANCE	981,777	1,045,252	1,048,553
	-----	-----	-----
ENDING FUND BALANCE	1,045,252	1,048,553	1,013,832
	=====	=====	=====

# **HOUSING MORTGAGE REVENUE BOND FUND**

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
<b>TRANSFERS FROM OTHER FUNDS</b>			
	-----	-----	-----
TOTAL	0	0	0
	=====	=====	=====
<b>TRANSFERS TO OTHER FUNDS</b>			
LIABILITY INSURANCE ALLOC	1,161	1,161	1,545
	-----	-----	-----
TOTAL	1,161	1,161	1,545
	=====	=====	=====



## **Special Revenue**

### **Community and Economic Development Department**

**HOUSING CONSERVATION PROGRAMS** - Programs designed to assist eligible lower-income owner-occupants with housing rehabilitation and minor home repairs.

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#### **Neighborhood and Economic Development Division HOUSING AND CONSERVATION PROGRAM**

The City-operated Housing and Conservation Program consists of the Housing Rehabilitation Loan Program (HRLP) and the Senior Minor Home Repair Program (MHRP).

HRLP is designed to assist eligible lower income owner-occupants with the rehabilitation of their properties for code compliance and general property improvements. The program offers loans and technical assistance to lower income, elderly, and disabled homeowners. Financial assistance packages consist of low-interest, deferred payment loans and amortized bank loans to owners of conventional homes and mobile homes. The program also provides disabled accessibility grants to owners willing to rent to disabled tenants and deferred loans to make their homes accessible for disabled homeowners.

MHRP provides emergency repair services to low and very low-income seniors and disabled persons throughout Hayward. Services include: a complete home inspection, a deficiency list of repairs needed, construction monitoring, final inspection and payment to the contractor. Grants for repairs are provided to eligible owners of conventional and mobile homes.

#### **2003-04 PROGRAM ACCOMPLISHMENTS**

---

1. Completed 15 single-family owner-occupied rehabilitation projects and eight accessibility projects for persons with disabilities.
2. Provided Hayward conventional home and mobile homeowners with 68 minor home repairs.

FUND: COMMUNITY DEV.BLOCK GRANT FUND FUND NUMBER: 225-2712  
 DEPARTMENT: COMMUNITY&ECON.DEV.DEPARTMENT  
 PROGRAM MANAGER: NEIGHBORHOOD & ECON DEVEL MGR

## ACTIVITY SUMMARY BY EXPENDITURE CATEGORY

### HCLP ADMIN

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
EMPLOYEE SERVICES	73,237	145,643	258,106
MAINTENANCE & UTILITIES	237	190	190
SUPPLIES & SERVICES	77,215	276,083	372,469
CAPITAL EXPENSE	0	0	0
	-----	-----	-----
SUBTOTAL	150,689	421,916	630,765
NET INTERDEPARTMENTAL	6,139-	7,182	59,088-
	-----	-----	-----
TOTAL	144,550	429,098	571,677
	=====	=====	=====

## AUTHORIZED PERSONNEL BUDGET YEAR 2004/2005

### 225-COMMUNITY DEV.BLOCK GRANT FUND

#### 2712-HCLP ADMIN

	Adopted 2003/ 2004	Frozen 2003/ 2004	Adopted 2004/ 2005	Frozen 2004/ 2005
SR PROPERTY REHABILITATION SPECIALIST	0.00	0.00	1.00	0.00
PROPERTY REHABILITATION SPECIALIST	1.00	0.00	1.00	0.00
SECRETARY	1.00	0.00	1.00	0.00
Activity Sub-Total	2.00	0.00	3.00	0.00
	-----	-----	-----	-----
Activity Total	2.00		3.00	
	=====		=====	

## **Special Revenue**

### **Community and Economic Development Department**

**LOW AND MODERATE INCOME HOUSING FUND** - Provides assistance to first time homebuyers, rehabilitation of residences, gap financing, and acquisition, demolition, and new construction of rental or ownership housing.

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#### **Redevelopment Agency**

#### **LOW AND MODERATE INCOME HOUSING PROGRAM**

The Low and Moderate Income Housing Fund provides housing assistance within and outside of the Redevelopment Area. Eligible activities include: assistance to first-time homebuyers; rehabilitation of single family and multifamily residences; gap financing for affordable housing; and acquisition, demolition, and new construction of rental or ownership housing.

The City's first-time homebuyer assistance program, funded with these monies, conducts approximately 20 homeownership preparation workshops a year. The City organized the Hayward Homeownership Roundtable, a group of approximately 30-40 lenders and realtors, who are committed to promoting homeownership opportunities in Hayward. On an annual basis, the City provides approximately 15 first-time homebuyer down payment and closing cost assistance loans.

#### **2003-04 PROGRAM ACCOMPLISHMENTS**

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1. Conducted 15 first-time homebuyer workshops; 11 in English and four in Spanish.
2. Made 15 first-time homebuyer loans.
3. Began construction of 46-unit housing development on Site Four.

## LOW AND MODERATE HOUSING FUND

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
<b>ESTIMATED REVENUES</b>			
PROPERTY TAX	1,022,681	974,366	1,400,200
INTEREST EARNED	57,682	166,000	40,000
OTHER REVENUE	176,128	38,000	50,000
	-----	-----	-----
TOTAL REVENUE	1,256,491	1,178,366	1,490,200
<b>TRANSFERS FROM OTHER FUNDS</b>			
TOTAL-DETAIL ON NEXT PAGE	0	133,144	109,485
	-----	-----	-----
TOTAL FUNDS AVAILABLE	1,256,491	1,311,510	1,599,685
	-----	-----	-----
<b>OPERATING REQUIREMENTS</b>			
EMPLOYEE SERVICES	133,636	143,723	149,884
MAINTENANCE & UTILITIES	0	190	190
SUPPLIES & SERVICES	99,989	328,592	386,205
CAPITAL EXPENSE	510,761	0	0
NET EXPENSE TRANSFERS	31,660	33,233	43,532
	-----	-----	-----
SUBTOTAL	776,046	505,738	579,811
<b>TRANSFERS TO OTHER FUNDS</b>			
TOTAL-DETAIL ON NEXT PAGE	45,418	49,906	60,000
	-----	-----	-----
CAPITAL PROJECTS	1,269,421	0	0
	-----	-----	-----
TOTAL FUNDS REQUIRED	2,090,885	555,644	639,811
	-----	-----	-----
EXCESS REVENUE<EXPENDITURE>	< 834,394>	755,866	959,874
	-----	-----	-----
BEGINNING FUND BALANCE	4,552,577	3,718,183	4,474,049
	-----	-----	-----
ENDING FUND BALANCE	3,718,183	4,474,049	5,433,923
	=====	=====	=====

## LOW AND MODERATE HOUSING FUND

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
<b>TRANSFERS FROM OTHER FUNDS</b>			
D/S -LOW & MOD LOAN PAYBACK	0	133,144	109,485
	-----	-----	-----
TOTAL	0	133,144	109,485
	=====	=====	=====
<b>TRANSFERS TO OTHER FUNDS</b>			
COST ALLOC TO GENERAL FUND	45,418	49,906	60,000
	-----	-----	-----
TOTAL	45,418	49,906	60,000
	=====	=====	=====

**Special Revenue Fund**

Community and Economic Development Department

**SMALL BUSINESS ECONOMIC DEVELOPMENT LOAN FUND** - Program provides "gap" financing to qualified businesses in order to create Hayward jobs for lower-income individuals.

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**Neighborhood and Economic Development Division****SMALL BUSINESS ECONOMIC DEVELOPMENT REVOLVING LOAN PROGRAM**

The Small Business Economic Development Revolving Loan Program provides loans to qualified businesses in Hayward to create job opportunities for low and moderate-income Hayward residents. Special incentives are provided for businesses that serve Community Development Block Grant (CDBG) designated target neighborhoods. Loans may be used for facade improvements, equipment acquisition, leasehold improvements, working capital, and real estate acquisition/rehabilitation for owner-occupants. Businesses must be able to raise partial financing through loans and/or equity infusion. Revolving Loan Program funds serve as "gap" financing for projects. The Program also provides technical assistance about financing mechanisms for business development, retention, and expansion.

**2003-04 PROGRAM ACCOMPLISHMENTS**

---

1. Loaned \$160,000 for small business expansion; leveraging \$300,000 in private sector funding.

**2004-05 PROGRAM OBJECTIVES**

---

2. Loan at least \$240,000 for small business expansion; leveraging at least \$500,000 in private sector funds.

## FUND SUMMARY BY EXPENDITURE CATEGORY

227

### SM.BUS.ECON.DEV.REV.LOAN PROGR

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
EMPLOYEE SERVICES	85,736	94,606	103,880
MAINTENANCE & UTILITIES	0	190	190
SUPPLIES & SERVICES	253,285	234,482	234,482
CAPITAL EXPENSE	0	0	0
	-----	-----	-----
SUBTOTAL	339,021	329,278	338,552
NET INTERDEPARTMENTAL	9,525	12,431	13,289
	-----	-----	-----
TOTAL	348,546	341,709	351,841
	=====	=====	=====

## AUTHORIZED PERSONNEL BUDGET YEAR 2004/2005

### 227-SM.BUS.ECON.DEV.REV.LOAN PROGR

	Adopted 2003/ 2004	Frozen 2003/ 2004	Adopted 2004/ 2005	Frozen 2004/ 2005
<b>4299-SMALL BUSINESS REVOLVING LN FD</b>				
ECONOMIC DEVELOPMENT SPECIALIST	1.00	0.00	1.00	0.00
Activity Sub-Total	1.00	0.00	1.00	0.00
	-----	-----	-----	-----
Activity Total	1.00		1.00	
	=====		=====	

## SMALL BUSINESS ECONOMIC DEVELOPMENT REVOLVING LOAN FUND

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
<b>ESTIMATED REVENUES</b>			
INTEREST EARNED	1,968	3,000	4,000
OTHER REVENUE	746,685	650,000	347,841
	-----	-----	-----
TOTAL REVENUE	748,653	653,000	351,841
<b>TRANSFERS FROM OTHER FUNDS</b>			
TOTAL-DETAIL ON NEXT PAGE	0	0	0
	-----	-----	-----
TOTAL FUNDS AVAILABLE	748,653	653,000	351,841
	-----	-----	-----
<b>OPERATING REQUIREMENTS</b>			
EMPLOYEE SERVICES	85,736	94,606	103,880
MAINTENANCE & UTILITIES	0	190	190
SUPPLIES & SERVICES	253,285	234,482	234,482
CAPITAL EXPENSE	0	0	0
NET EXPENSE TRANSFERS	9,525	12,431	13,289
	-----	-----	-----
SUBTOTAL	348,546	341,709	351,841
<b>TRANSFERS TO OTHER FUNDS</b>			
TOTAL-DETAIL ON NEXT PAGE	0	0	0
	-----	-----	-----
CAPITAL PROJECTS	0	0	0
	-----	-----	-----
TOTAL FUNDS REQUIRED	348,546	341,709	351,841
	-----	-----	-----
EXCESS REVENUE<EXPENDITURES>	400,107	311,291	0
	-----	-----	-----
BEGINNING FUND BALANCE	123,214	523,321	834,612
	-----	-----	-----
ENDING FUND BALANCE	523,321	834,612	834,612
	=====	=====	=====



# **SMALL BUSINESS ECONOMIC DEVELOPMENT REVOLVING LOAN FUND**

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
<b>TRANSFERS FROM OTHER FUNDS</b>			
	-----	-----	-----
TOTAL	0	0	0
	=====	=====	=====
<b>TRANSFERS TO OTHER FUNDS</b>			
	-----	-----	-----
TOTAL	0	0	0
	=====	=====	=====

## **Special Revenue Fund**

Police Department

**CITIZEN'S OPTION FOR PUBLIC SAFETY FUND** - State allocation that supports front line law enforcement services.

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### **Office of the Chief Division**

#### **CITIZEN'S OPTION FOR PUBLIC SAFETY PROGRAM**

The Citizen's Option for Public Safety funding addresses the need for additional resources at the local level to fight crime and protect public safety. These funds are designed to augment, not supplant, front line law enforcement services, which include D.A.R.E., Neighborhood Watch, or "similar programs closely related to crime prevention."

As a condition of funding, the allocation must be accounted for in a separate fund. For administrative purposes, the expenses for the program are established in the General Fund, under the Police Department's Office of the Chief Division.

These funds offset the cost of a Police Sergeant and a Crime Prevention Specialist, while the General Fund subsidizes the remainder.

---

Grant revenue is maintained in this Special Revenue Fund, while transfers occur quarterly to reimburse expenditures, which occur in the General Fund.

# **CITIZEN'S OPTION FOR PUBLIC SAFETY FUND**

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
<b>ESTIMATED REVENUES</b>			
GRANTS	286,624	286,624	215,550
INTEREST EARNED	196	1,300	0
OTHER REVENUE	0	0	0
	-----	-----	-----
TOTAL REVENUE	286,820	287,924	215,550
<b>TRANSFERS FROM OTHER FUNDS</b>			
TOTAL-DETAIL ON NEXT PAGE	0	0	0
	-----	-----	-----
TOTAL FUNDS AVAILABLE	286,820	287,924	215,550
	-----	-----	-----
<b>OPERATING REQUIREMENTS</b>			
EMPLOYEE SERVICES	0	0	0
MAINTENANCE & UTILITIES	0	0	0
SUPPLIES & SERVICES	0	0	0
CAPITAL EXPENSE	0	0	0
NET EXPENSE TRANSFERS	0	0	0
	-----	-----	-----
SUBTOTAL	0	0	0
<b>TRANSFERS TO OTHER FUNDS</b>			
TOTAL-DETAIL ON NEXT PAGE	286,820	286,624	215,550
	-----	-----	-----
TOTAL FUNDS REQUIRED	286,820	286,624	215,550
	-----	-----	-----
EXCESS REVENUE<EXPENDITURES>	0	1,300	0
BEGINNING FUND BALANCE	0	0	1,300
	-----	-----	-----
ENDING FUND BALANCE	0	1,300	1,300
	=====	=====	=====

# **CITIZEN'S OPTION FOR PUBLIC SAFETY FUND**

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
<b>TRANSFERS FROM OTHER FUNDS</b>			
	-----	-----	-----
TOTAL	0	0	0
	=====	=====	=====
<b>TRANSFERS TO OTHER FUNDS</b>			
TRANF TO GEN'L FR CITIZENS OPT	286,820	286,624	215,550
	-----	-----	-----
TOTAL	286,820	286,624	215,550
	=====	=====	=====

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## **Special Revenue Fund**

### **Police Department**

**LOCAL LAW ENFORCEMENT BLOCK GRANT FUND** - Federal grant that supports law enforcement activities related to schools and focusing on youth crime prevention.

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#### **Investigation Division – Youth and Family Services Bureau LOCAL LAW ENFORCEMENT BLOCK GRANT**

Each grant award offsets the expense for two School Resource Officers for one year. As a condition of funding, the allocation must be accounted for in a separate fund. For administrative purposes, the expenses of the program are established in the General Fund, under Police Department's Investigation Division.

Among the conditions associated with the acceptance of these funds are: 1) the creation of a plan for the use of the money (acceptable uses included hiring additional sworn or civilian staff, funding overtime or purchasing equipment), 2) creation of an advisory board (membership includes the Police Chief, Superintendent of HUSD, a Municipal Court Judge, an Assistant District Attorney and the Director of the Eden Youth Center) and 3) the provision of matching funds.

The following grant has been awarded and/or is being spent during FY 2004-05. The grant offsets the expense for two School Resource Officers for one year, while the General Fund subsidizes the remainder.

#### **■ 2003 Local Law Enforcement Block Grant**

The Department received an eighth block grant for \$139,472 from the Department of Justice, Bureau of Justice Assistance. The Hayward Unified School District provided a cash match of \$15,497, while the General Fund paid the remainder of the cash match. The grant period is from October 2003 to October 2005.

---

Grant revenue is maintained in this Special Revenue Fund, while transfers occur quarterly to reimburse expenditures, which occur in the General Fund.

## LOCAL LAW ENFORCEMENT BLOCK GRANT FUND

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
<b>ESTIMATED REVENUES</b>			
GRANTS	19,445	19,445	15,497
INTEREST EARNED	10,453	7,000	6,000
OTHER REVENUE	175,006	175,006	139,472
	-----	-----	-----
TOTAL REVENUE	204,904	201,451	160,969
<b>TRANSFERS FROM OTHER FUNDS</b>			
TOTAL-DETAIL ON NEXT PAGE	0	0	0
	-----	-----	-----
TOTAL FUNDS AVAILABLE	204,904	201,451	160,969
	-----	-----	-----
<b>OPERATING REQUIREMENTS</b>			
EMPLOYEE SERVICES	0	0	0
MAINTENANCE & UTILITIES	0	0	0
SUPPLIES & SERVICES	0	0	0
CAPITAL EXPENSE	0	0	0
NET EXPENSE TRANSFERS	0	0	0
	-----	-----	-----
SUBTOTAL	0	0	0
<b>TRANSFERS TO OTHER FUNDS</b>			
TOTAL-DETAIL ON NEXT PAGE	205,075	175,006	160,969
	-----	-----	-----
TOTAL FUNDS REQUIRED	205,075	175,006	160,969
	-----	-----	-----
EXCESS REVENUE<EXPENDITURES>	< 171>	26,445	0
BEGINNING FUND BALANCE	299,244	299,073	325,518
	-----	-----	-----
ENDING FUND BALANCE	299,073	325,518	325,518
	=====	=====	=====

# **LOCAL LAW ENFORCEMENT BLOCK GRANT FUND**

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
<b>TRANSFERS FROM OTHER FUNDS</b>			
	-----	-----	-----
TOTAL	0	0	0
	=====	=====	=====
<b>TRANSFERS TO OTHER FUNDS</b>			
TRANSF TO GEN'L FR LOC LAW ENF	135,713	0	0
TRANSF TO GEN'L FR LOC LAW ENF	69,362	175,006	0
TRANSF-LOC LAW ENF BLK GRANT-9	0	0	160,969
	-----	-----	-----
TOTAL	205,075	175,006	160,969
	=====	=====	=====



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**Special Revenue Fund**

Police Department

**NARCOTIC ASSET SEIZURE FUND** - Appropriation of assets acquired as a result of narcotics enforcement operations. \*

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**Office of the Chief Division****NARCOTICS ASSET SEIZURE PROGRAM**

The Narcotics Asset Seizure Program receives, holds, and distributes funds received by the Police Department as a result of forfeiture funds and associated interest which may accrue on them. These funds are required by law to be used solely to support identified law enforcement activities and may not be used to supplant the regular Police Department budget.

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\*Actual expenditures are commensurate with actual receipts.

## NARCOTICS ASSET SEIZURE FUND

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
<b>ESTIMATED REVENUES</b>			
NARCOTICS ASSET SEIZURES	134,526	100,000	29,000
INTEREST INCOME	2,663	1,000	1,000
OTHER REVENUE	0	0	0
	-----	-----	-----
SUBTOTAL	137,189	101,000	30,000
<b>TRANSFERS FROM OTHER FUNDS</b>			
TOTAL-DETAIL ON NEXT PAGE	0	0	0
	-----	-----	-----
TOTAL FUNDS AVAILABLE	137,189	101,000	30,000
	-----	-----	-----
<b>OPERATING REQUIREMENTS</b>			
EMPLOYEE SERVICES	0	0	0
MAINTENANCE & UTILITIES	0	0	0
SUPPLIES & SERVICES	4,540	9,806	0
CAPITAL EXPENSE	105,306	90,194	30,000
NET EXPENSE TRANSFERS	0	0	0
	-----	-----	-----
SUBTOTAL	109,846	100,000	30,000
<b>TRANSFERS TO OTHER FUNDS</b>			
TOTAL-DETAIL ON NEXT PAGE	50,000	30,000	0
	-----	-----	-----
CAPITAL PROJECTS	0	0	0
	-----	-----	-----
TOTAL FUNDS REQUIRED	159,846	130,000	30,000
	-----	-----	-----
EXCESS REVENUE<EXPENDITURES>	< 22,657>	< 29,000>	0
	-----	-----	-----
BEGINNING FUND BALANCE	70,125	47,468	18,468
	-----	-----	-----
ENDING FUND BALANCE	47,468	18,468	18,468
	=====	=====	=====

# **NARCOTICS ASSET SEIZURE FUND**

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
<b>TRANSFERS FROM OTHER FUNDS</b>			
	-----	-----	-----
TOTAL	0	0	0
	=====	=====	=====
<b>TRANSFERS TO OTHER FUNDS</b>			
TRANSF TO CAPITAL IMPROVEMENT	0	30,000	0
TRANSF TO CAPITAL IMPROVEMENT	50,000	0	0
	-----	-----	-----
TOTAL	50,000	30,000	0
	=====	=====	=====

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<b>Special Revenue Fund</b> Public Works Department
--

**RECYCLING FUND** - Recycling programs and residential recycling services. This fund accounts for revenues and expenditures related to the City's recycling programs. The programs were implemented in response to the California Integrated Waste Management Act of 1989 (AB 939) and the Alameda County Recycling Initiative (Measure D). Measure D supports City-sponsored recycling services and activities. Other grant funding comes from Alameda County Waste Management, California Integrated Waste Management Board, and the California Department of Conservation.

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**Utilities Division - Administration**  
**RECYCLING PROGRAM**

The Recycling Program develops and implements programs to reduce the amount of waste that is land-filled by Hayward residents and businesses. Compliance with the California Integrated Waste Management Act of 1989 (AB 939) and the Alameda County Recycling Initiative (Measure D) are the primary focus. The program includes recycling programs and services (Measure D supported), residential recycling (service fee supported), and the following grant funded focus areas: used oil recycling, non-residential waste reduction and recycling and recycled-content building materials. Other activities include public education efforts that promote home composting, grass cycling, Christmas tree recycling, and waste reduction initiatives.

**2003-04 PROGRAM ACCOMPLISHMENTS**

---

1. Instituted a financial incentive program for all private-sector contractors to recycle more construction and demolition debris than is required by City law.

**2004-05 PROGRAM OBJECTIVES**

---

1. Assure compliance with the Construction and Demolition Debris Recycling Ordinance.
2. Evaluate and implement additional recycling programs to comply with the state's solid waste diversion mandate.
3. Promote collection of computers for recycling via the existing service provided by the City's franchisee, Waste Management of Alameda County.

## FUND SUMMARY BY EXPENDITURE CATEGORY

214 & 215

### RECYCLING FUND

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
EMPLOYEE SERVICES	225,071	246,167	271,348
MAINTENANCE & UTILITIES	856	4,048	4,048
SUPPLIES & SERVICES	221,822	903,732	385,456
CAPITAL EXPENSE	0	0	0
	-----	-----	-----
SUBTOTAL	447,749	1,153,947	660,852
NET INTERDEPARTMENTAL	72,033	63,441	68,512
	-----	-----	-----
TOTAL	519,782	1,217,388	729,364
	=====	=====	=====

## AUTHORIZED PERSONNEL BUDGET YEAR 2004/2005

### 215-RECYCLING FUND

	Adopted 2003/ 2004	Frozen 2003/ 2004	Adopted 2004/ 2005	Frozen 2004/ 2005
<b>4634-RECYCLING-SOLID WASTE</b>				
SOLID WASTE MANAGER	1.00	0.00	1.00	0.00
RECYCLING SPECIALIST	1.00	0.00	1.00	0.00
SECRETARY	1.00	0.00	1.00	0.00
ADMINISTRATIVE CLERK II	0.00	0.00	0.00	0.00
Activity Sub-Total	3.00	0.00	3.00	0.00
	-----	-----	-----	-----
Activity Total	3.00		3.00	
	=====		=====	

## RECYCLING FUND

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
<b>ESTIMATED REVENUES</b>			
MEASURE D FUNDING	461,476	400,000	460,000
CURBSIDE RECYCLING FEES	2,159	0	0
MULTI-FAMILY RECYCLING FEES	39	0	0
USED OIL GRANT	58,950	40,000	30,000
INTEREST INCOME	104,531	69,000	64,000
OTHER REVENUE	175,129	303,406	220,000
	-----	-----	-----
SUBTOTAL	802,284	812,406	774,000
<b>TRANSFERS FROM OTHER FUNDS</b>			
TOTAL-DETAIL ON NEXT PAGE	0	0	0
	-----	-----	-----
TOTAL CURRENT INCOME	802,284	812,406	774,000
	-----	-----	-----
<b>OPERATING REQUIREMENTS</b>			
EMPLOYEE SERVICES	225,071	246,167	271,348
MAINTENANCE & UTILITIES	856	4,048	4,048
SUPPLIES & SERVICES	221,822	903,732	385,456
CAPITAL EXPENSE	0	0	0
NET EXPENSE TRANSFERS	72,033	63,441	68,512
	-----	-----	-----
SUBTOTAL	519,782	1,217,388	729,364
<b>TRANSFERS TO OTHER FUNDS</b>			
TOTAL-DETAIL ON NEXT PAGE	161,904	24,241	44,636
	-----	-----	-----
CAPITAL PROJECTS	0	0	0
	-----	-----	-----
TOTAL FUNDS REQUIRED	681,686	1,241,629	774,000
	-----	-----	-----
EXCESS REVENUE<EXPENDITURES>	120,598 <	429,223>	0
	-----	-----	-----
BEGINNING FUND BALANCE	3,615,002	3,735,600	3,306,377
	-----	-----	-----
ENDING FUND BALANCE	3,735,600	3,306,377	3,306,377
	=====	=====	=====



## RECYCLING FUND

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
<b>TRANSFERS FROM OTHER FUNDS</b>			
TOTAL	0	0	0
<b>TRANSFERS TO OTHER FUNDS</b>			
COST ALLOC TO GENERAL FUND	40,654	20,757	40,000
LIABILITY INSURANCE ALLOC	3,484	3,484	4,636
MISC TRSFR TO ST SYSTEM IMP FD	117,766	0	0
TOTAL	161,904	24,241	44,636

## **Debt Service Funds**

**Debt Service Funds** are used to account for the accumulation of resources for, and payment of, principal and interest on the City's general bonded debt and special assessment bonds for which the City is obligated in some manner.

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### **FUND DESCRIPTIONS BY DEPARTMENT**

#### **Finance Department**

- **Certificates of Participation Debt Service Fund** - Transfers of revenue from the capital projects funds for payment of interest and principal on certificates of participation issued on the City's behalf.
- **Hayward Redevelopment Agency Debt Service Fund** - Lease payments received from the General Fund for payment of interest and principal on the Redevelopment Agency's certificates of participation and related costs, and for tax revenues received for payment of interest and principal of the 1989 Redevelopment Agency Tax Allocation bonds.
- **Special Assessments Debt Service Fund** - Revenues received from special assessments against benefited property for payment of interest and principal on special assessment bonds.

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<b>Debt Service Fund</b> Certificate of Participation
--

### **Certificates of Participation**

Certificates of Participation Debt Service Fund receives transfers of revenue from the capital projects funds for payment of interest and principal on certificates of participation issued on the City's behalf.

These funds represent transfers from the General Fund.

<b>Types of Obligation</b>	<b>Date of Issue</b>	<b>Date of Maturity</b>	<b>Interest Rates</b>	<b>Authorized and Issued</b>	<b>Outstanding at June 30, 2004</b>	<b>2004-2005 Prin. &amp; Int. Requirement</b>
2002 ABAG 33 Refunding	12/1/01	12/1/20	3.0-5.0%	\$1,309,835	\$1,160,070	\$89,779
Civic Center	10/1/96	8/1/26	4.45-5.5%	\$32,595,000	\$29,655,000	\$2,231,914
<b>Total</b>				<b>\$33,904,835</b>	<b>\$30,815,070</b>	<b>\$2,321,693</b>

## CERTIFICATES OF PARTICIPATION FUND

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
<b>ESTIMATED REVENUES</b>			
PROPERTY TAXES	0	0	0
INTEREST INCOME	0	0	0
PROCEEDS OF FINANCING	0	0	0
OTHER REVENUE	6,964	0	0
	-----	-----	-----
TOTAL REVENUE	6,964	0	0
<b>TRANSFERS FROM OTHER FUNDS</b>			
TOTAL-DETAIL ON NEXT PAGE	2,369,971	2,323,751	2,321,693
	-----	-----	-----
TOTAL FUNDS AVAILABLE	2,376,935	2,323,751	2,321,693
	-----	-----	-----
<b>OPERATING REQUIREMENTS</b>			
EMPLOYEE SERVICES	0	0	0
MAINTENANCE & UTILITIES	0	0	0
SUPPLIES & SERVICES	2,430	4,000	4,000
CAPITAL EXPENSE	0	0	0
NET EXPENSE TRANSFERS	0	0	0
INTEREST	1,656,116	1,625,586	1,591,333
PRINCIPAL RETIREMENT	711,600	698,165	730,360
	-----	-----	-----
SUBTOTAL	2,370,146	2,327,751	2,325,693
<b>TRANSFERS TO OTHER FUNDS</b>			
TOTAL-DETAIL ON NEXT PAGE	0	0	0
	-----	-----	-----
TOTAL FUNDS REQUIRED	2,370,146	2,327,751	2,325,693
	-----	-----	-----
EXCESS REVENUE<EXPENDITURE>	6,789 <	4,000><	4,000>
BEGINNING FUND BALANCE	454,577	461,366	457,366
	-----	-----	-----
ENDING FUND BALANCE	461,366	457,366	453,366
	=====	=====	=====

# **CERTIFICATES OF PARTICIPATION FUND**

	<b>2002/2003 ACTUAL</b>	<b>2003/2004 ADJUSTED BUDGET</b>	<b>2004/2005 ADOPTED BUDGET</b>
<b>TRANSFERS FROM OTHER FUNDS</b>			
D/S ABAG 2001-02 (ABAG 33)	133,207	89,490	89,779
D/S NEW CITY HALL DEBT SERVICE	2,234,509	2,234,261	2,231,914
MISC TRANSF FROM GENERAL FUND	2,255	0	0
	-----	-----	-----
TOTAL	2,369,971	2,323,751	2,321,693
	=====	=====	=====
<b>TRANSFERS TO OTHER FUNDS</b>			
	-----	-----	-----
TOTAL	0	0	0
	=====	=====	=====

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**Debt Service Fund****Hayward Redevelopment Agency****Hayward Redevelopment Agency**

The Hayward Redevelopment Agency Debt Service Fund receives tax revenues for payment of interest and principal of the 1989 Redevelopment Agency Tax Allocation bonds, which are accounted for in this fund. City inter-fund loans are also listed below.

Incremental property taxes are recorded in the Redevelopment Agency Capital Projects Fund.

<b>Types of Obligation</b>	<b>Date of Issue</b>	<b>Date of Maturity</b>	<b>Interest Rates</b>	<b>Authorized and Issued</b>	<b>Outstanding at June 30, 2004</b>	<b>2004-2005 Prin. &amp; Int. Requirement</b>
2004 HRA Tax Allocation Bond	6/4/2004	4/1/34	4.72-5.23%	\$44,790,000	\$44,790,000	1,602,795
2001 – Loan from Water/Sewer Fund	11/30/98	6/30/04	5.0%	\$3,200,000	\$1,683,906	\$861,056
2003 – Loan from Sewer Fund	2/7/03	3/31/10	2.25-3%	\$2,350,000	\$2,350,000	\$184,291
HRA Loan from W/C (Retirement)	6/30/93	6/30/05	2.25%	\$513,000	\$211,418	\$216,173
<b>Total</b>				<b>\$50,853,000</b>	<b>\$49,035,324</b>	<b>\$2,864,315</b>



## HAYWARD REDEVELOPMENT AGENCY DEBT SERVICE FUND

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
<b>ESTIMATED REVENUES</b>			
PROPERTY TAXES	0	0	0
INTEREST INCOME	0	0	0
PROCEEDS OF FINANCING	0	0	0
OTHER REVENUE	37,205	0	0
	-----	-----	-----
TOTAL REVENUE	37,205	0	0
<b>TRANSFERS FROM OTHER FUNDS</b>			
TOTAL-DETAIL ON NEXT PAGE	548,306	1,928,683	2,864,315
	-----	-----	-----
TOTAL FUNDS AVAILABLE	585,511	1,928,683	2,864,315
	-----	-----	-----
<b>OPERATING REQUIREMENTS</b>			
EMPLOYEE SERVICES	0	0	0
MAINTENANCE & UTILITIES	0	0	0
SUPPLIES & SERVICES	4,800	12,500	12,500
CAPITAL EXPENSE	0	0	0
NET EXPENSE TRANSFERS	0	0	0
INTEREST	253,506	525,229	1,574,113
PRINCIPAL RETIREMENT	290,000	1,403,454	1,290,202
	-----	-----	-----
SUBTOTAL	548,306	1,941,183	2,876,815
<b>TRANSFERS TO OTHER FUNDS</b>			
TOTAL-DETAIL ON NEXT PAGE	0	0	0
	-----	-----	-----
TOTAL FUNDS REQUIRED	548,306	1,941,183	2,876,815
	-----	-----	-----
EXCESS REVENUE<EXPENDITURE>	37,205 <	269,000><	140,750>
BEGINNING FUND BALANCE	1,000,805	1,038,010	769,010
	-----	-----	-----
ENDING FUND BALANCE	1,038,010	769,010	628,260
	=====	=====	=====

# **HAYWARD REDEVELOPMENT AGENCY DEBT SERVICE FUND**

	<b>2002/2003 ACTUAL</b>	<b>2003/2004 ADJUSTED BUDGET</b>	<b>2004/2005 ADOPTED BUDGET</b>
<b>TRANSFERS FROM OTHER FUNDS</b>			
D/S - TABS FROM HRA	543,506	544,876	1,602,795
D/S HRA LOANS FROM W/C	0	432,348	216,173
D/S SEWER & WATER LOANS	0	880,162	861,056
D/S -SIDEWALK/STREETSCAPE	0	71,297	184,291
MISC TRSFR FROM HRA	4,800	0	0
	-----	-----	-----
TOTAL	548,306	1,928,683	2,864,315
	=====	=====	=====
<b>TRANSFERS TO OTHER FUNDS</b>			
	-----	-----	-----
TOTAL	0	0	0
	=====	=====	=====

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<b>Debt Service Fund</b> <b>Special Assessments</b>
--

### Special Assessments

Special Assessments Debt Service Fund receives revenues from special assessments against benefited property for payment of interest and principal on special assessment bonds.

All funds represented are special assessment revenues recorded in the Special Assessments Debt Service Fund.

Types of Obligation	Date of Issue	Date of Maturity	Interest Rates	Authorized and Issued	Outstanding at June 30, 2004	2004-2005 Prin. & Int. Requirement
LID 14*	12/15/87	9/2/08	6.0-8.625%	\$1,330,000	\$560,000	\$124,718
LID 15*	3/14/89	9/2/09	6.6-7.8%	\$6,214,297	\$2,935,000	\$586,378
LID 16*	6/2/94	9/2/19	6.75-7.1%	\$3,000,000	\$2,455,000	\$243,378
LID 16-A*	8/14/97	9/2/10	6.75-7.0%	\$50,952	\$33,000	\$6,137
LID 17*	8/5/99	9/2/24	4.5-6.125%	\$396,014	\$360,000	\$31,000
<b>Total</b>				<b>\$10,991,263</b>	<b>\$6,343,000</b>	<b>\$991,611</b>

\* The City provides administration services only.

## SPECIAL ASSESSMENT DISTRICT DEBT SERVICE FUNDS

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
<b>ESTIMATED REVENUES</b>			
SPECIAL ASSESSMENT REVENUE	1,324,089	0	0
PREPAID SPECIAL ASSESSMENTS	0	0	0
INTEREST INCOME	32,122	26,000	31,000
OTHER REVENUE	13,406	0	0
	-----	-----	-----
TOTAL REVENUE	1,369,617	26,000	31,000
<b>TRANSFERS FROM OTHER FUNDS</b>			
TOTAL-DETAIL ON NEXT PAGE	0	0	0
	-----	-----	-----
TOTAL FUNDS AVAILABLE	1,369,617	26,000	31,000
	-----	-----	-----
<b>OPERATING REQUIREMENTS</b>			
EMPLOYEE SERVICES	0	0	0
MAINTENANCE & UTILITIES	0	0	0
SUPPLIES & SERVICES	13,111	23,468	23,468
CAPITAL EXPENSE	0	0	0
NET EXPENSE TRANSFERS	4,420	51,700	41,072
INTEREST	463,461	429,442	392,611
PRINCIPAL RETIREMENT	488,500	553,500	599,000
	-----	-----	-----
SUBTOTAL	969,492	1,058,110	1,056,151
<b>TRANSFERS TO OTHER FUNDS</b>			
TOTAL-DETAIL ON NEXT PAGE	14,078	0	0
	-----	-----	-----
TOTAL FUNDS REQUIRED	983,570	1,058,110	1,056,151
	-----	-----	-----
EXCESS REVENUE<EXPENDITURE>	386,047 <	1,032,110><	1,025,151>
BEGINNING FUND BALANCE	1,448,879	1,834,926	802,816
	-----	-----	-----
ENDING FUND BALANCE	1,834,926	802,816	222,335-
	=====	=====	=====

# **SPECIAL ASSESSMENT DISTRICT DEBT SERVICE FUNDS**

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
<b>TRANSFERS FROM OTHER FUNDS</b>			
	-----	-----	-----
TOTAL	0	0	0
	=====	=====	=====
<b>TRANSFERS TO OTHER FUNDS</b>			
CLOSE OUT TO GENERAL FUND	332	0	0
CLOSE OUT TO GENERAL FUND	2,765	0	0
CLOSE OUT TO GENERAL FUND	194	0	0
CLOSE OUT TO GENERAL FUND	54	0	0
CLOSE OUT TO GENERAL FUND	10,624	0	0
CLOSE OUT TO GENERAL FUND	109	0	0
	-----	-----	-----
TOTAL	14,078	0	0
	=====	=====	=====

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## Enterprise Funds

**Enterprise Funds** are used to account for City operations that are financed and operated like private business enterprises. The use of this type of fund permits user charges to finance or recover the costs, including depreciation, of providing the services to the general public on a continuing basis.

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### FUND DESCRIPTIONS BY DEPARTMENT

#### Community and Economic Development

- **Measure B - Paratransit Fund** - Provision of door-to-door transportation for older adults and persons with disabilities.

#### Finance Department

- **Centennial Hall Fund** - Rental of the public facilities at Centennial Hall and the use of rental revenue to support Centennial Hall operations and maintenance.

#### Public Works Department

- **Airport Operations Fund** - Operation, development, and maintenance of the Hayward Executive Airport, a general aviation airport.
- **Stormwater Maintenance and Operations Fund** - Activities associated with U.S. Environmental Protection Agency mandated cleaning of stormwater and urban runoff.
- **Wastewater Maintenance and Operations Fund** - Activities associated with wastewater collection and treatment.
- **Water Maintenance and Operations Fund** - Activities associated with potable water distribution and transmission.



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## **Enterprise Fund**

### **Community and Economic Development Department**

**MEASURE B – PARATRANSIT FUND** - This fund supports the provision of special transportation services to Hayward residents who are unable to drive or use other public transportation services due to a medical condition or disability. The City receives Alameda County Measure B funds to operate the Paratransit Program, which is designed to complement the American with Disabilities Act Paratransit System in Alameda County.

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#### **Neighborhood and Economic Development Division**

##### **Paratransit Services Program Description**

The Paratransit Services Program provides special door-to-door transportation services to persons who are unable to drive or use other public transportation services due to a medical condition or disability. Eligible individuals receive subsidized transportation services. The Hayward Paratransit Program serves older adults and people with disabilities whose transportation needs are not met by other transportation services, including AC Transit and BART's ADA compliant paratransit service. Staff identifies and contracts with a transportation service provider, and monitors the program to assure compliance with Council policy and local, state, and federal requirements. Staff shares information, coordinates efforts, and works with Paratransit Program managers from other Alameda County cities, representatives from the Metropolitan Transportation Commission (MTC), the Alameda County Transportation Improvement Authority (ACTIA), and paratransit user groups such as the Alameda County Paratransit Advisory and Planning Committee (PAPCO).

---

##### **2003-04 PROGRAM ACCOMPLISHMENTS**

1. Provided paratransit services to a minimum of 800 unduplicated paratransit program participants.

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##### **2004-05 PROGRAM OBJECTIVES**

1. Provide paratransit services to a minimum of 900 unduplicated paratransit program participants.

## FUND SUMMARY BY EXPENDITURE CATEGORY

240 & 246

### MEASURE B II - PARATRANSIT FD

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
EMPLOYEE SERVICES	67,978	78,786	88,787
MAINTENANCE & UTILITIES	0	302	318
SUPPLIES & SERVICES	581,232	428,856	518,531
CAPITAL EXPENSE	4,522	0	0
	-----	-----	-----
SUBTOTAL	653,732	507,944	607,636
NET INTERDEPARTMENTAL	27,312	64,412	66,668
	-----	-----	-----
TOTAL	681,044	572,356	674,304
	=====	=====	=====

## AUTHORIZED PERSONNEL BUDGET YEAR 2004/2005

### 246-MEASURE B II - PARATRANSIT FD

	Adopted 2003/ 2004	Frozen 2003/ 2004	Adopted 2004/ 2005	Frozen 2004/ 2005
<b>4703-PARATRANSIT PROGRAM II</b>				
PARATRANSIT COORDINATOR	1.00	0.00	1.00	0.00
Activity Sub-Total	1.00	0.00	1.00	0.00
	-----	-----	-----	-----
Activity Total	1.00		1.00	
	=====		=====	

## MEASURE B - PARATRANSIT FUND

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
<b>ESTIMATED REVENUES</b>			
MEASURE B - PARATRANSIT	710,557	562,738	757,304
INTEREST INCOME	6,329	3,000	0
OTHER REVENUE	0	0	0
	-----	-----	-----
SUBTOTAL	716,886	565,738	757,304
<b>TRANSFERS FROM OTHER FUNDS</b>			
TOTAL-DETAIL ON NEXT PAGE	1,264	0	0
	-----	-----	-----
TOTAL CURRENT INCOME	718,150	565,738	757,304
	-----	-----	-----
<b>OPERATING REQUIREMENTS</b>			
EMPLOYEE SERVICES	67,978	78,786	88,787
MAINTENANCE & UTILITIES	0	302	318
SUPPLIES & SERVICES	580,235	428,856	518,531
DEPRECIATION	997	0	0
NET EXPENSE TRANSFERS	27,312	64,412	66,668
	-----	-----	-----
SUBTOTAL	676,522	572,356	674,304
<b>TRANSFERS TO OTHER FUNDS</b>			
TOTAL-DETAIL ON NEXT PAGE	1,264	0	0
	-----	-----	-----
TOTAL CURRENT REQUIREMENT	677,786	572,356	674,304
	-----	-----	-----
NET CURRENT INCOME<LOSS>	40,364 <	6,618 >	83,000
	=====	=====	=====
<b>CAPITAL ACQUISITIONS</b>			
CAPITAL PROJECTS	0	0	0
OTHER CAPITAL EXPENSE	4,522	0	0
	-----	-----	-----
TOTAL	4,522	0	0
	=====	=====	=====

## MEASURE B - PARATRANSIT FUND

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
<b>TRANSFERS FROM OTHER FUNDS</b>			
CLOSE OUT FROM MEASURE B 11	1,264	0	0
	-----	-----	-----
TOTAL	1,264	0	0
	=====	=====	=====
<b>TRANSFERS TO OTHER FUNDS</b>			
CLOSE OUT TO MEASURE B	1,264	0	0
	-----	-----	-----
TOTAL	1,264	0	0
	=====	=====	=====

## **Enterprise Funds**

### **Finance and Internal Services Department**

**CENTENNIAL HALL FUND** - This fund accounts for the revenues and expenditures associated with rental of the public facilities at Centennial Hall and their operation and maintenance. The fund derives revenue from rental income and receives an operating subsidy from the General Fund in the form of a transfer.

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#### **Building Management Division Centennial Hall Program Description**

The Centennial Hall Program is responsible for the rental and operation of the City's civic auditorium. Centennial Hall hosts a variety of private, business, civic, and public events. In addition, the City uses Centennial Hall for training sessions, examinations, board and commission meetings, staff meetings, and City hosted conferences.

#### **2003-04 PROGRAM ACCOMPLISHMENTS**

1. Continued ongoing web page updates, to include updated photos and information.
2. Computerized Rental Agreement form.
3. Continued customization of computer generated room layouts.

#### **2004-05 PROGRAM OBJECTIVES**

1. Continue to attract new commercial client base.
2. Improve the new web site, which will include updated photos and information.
4. Develop an enhanced and comprehensive Rental Packet to promote Hall rentals.

## FUND SUMMARY BY EXPENDITURE CATEGORY

660

### CENTENNIAL HALL MAINT. & OPER.

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
EMPLOYEE SERVICES	348,756	352,224	384,233
MAINTENANCE & UTILITIES	93,241	101,709	101,709
SUPPLIES & SERVICES	91,448	87,572	87,572
DEPRECIATION	40,423	44,465	44,471
	-----	-----	-----
SUBTOTAL	573,868	585,970	617,985
NET INTERDEPARTMENTAL	215	0	0
	-----	-----	-----
TOTAL	574,083	585,970	617,985
CAPITAL EXPENSE	0	0	0
	-----	-----	-----
TOTAL EXPENSES AND CAPITAL	574,083	585,970	617,985
	=====	=====	=====

## AUTHORIZED PERSONNEL BUDGET YEAR 2004/2005

### 660-CENTENNIAL HALL MAINT. & OPER.

#### 2661-CENTENNIAL HALL GEN. OPERATION

	Adopted 2003/ 2004	Frozen 2003/ 2004	Adopted 2004/ 2005	Frozen 2004/ 2005
AUDITORIUM COORDINATOR	1.00	0.00	1.00	0.00
AUDITORIUM LEADWORKER	1.00	0.00	1.00	0.00
FACILITIES SERVICEWORKER I	3.00	0.00	3.00	0.00
ADMINISTRATIVE CLERK I	0.50	0.00	0.50	0.00
Activity Sub-Total	5.50	0.00	5.50	0.00
	-----	-----	-----	-----
Activity Total	5.50		5.50	
	=====		=====	

# CENTENNIAL HALL MAINTENANCE & OPERATION FUND

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
<b>ESTIMATED REVENUES</b>			
RENTAL INCOME	326,623	340,000	338,422
INTEREST INCOME	0	0	0
FEE INCREASE RECOVERY	0	0	0
OTHER INCOME	1,285	0	0
	-----	-----	-----
SUBTOTAL	327,908	340,000	338,422
<b>TRANSFERS FROM OTHER FUNDS</b>			
TOTAL-DETAIL ON NEXT PAGE	361,125	331,161	391,136
	-----	-----	-----
TOTAL CURRENT INCOME	689,033	671,161	729,558
	-----	-----	-----
<b>OPERATING REQUIREMENTS</b>			
EMPLOYEE SERVICES	348,756	352,224	384,233
MAINTENANCE & UTILITIES	93,241	101,709	101,709
SUPPLIES & SERVICES	91,448	87,572	87,572
DEPRECIATION	40,423	44,465	44,471
NET EXPENSE TRANSFERS	215	0	0
	-----	-----	-----
SUBTOTAL	574,083	585,970	617,985
<b>TRANSFERS TO OTHER FUNDS</b>			
TOTAL-DETAIL ON NEXT PAGE	79,595	85,191	111,573
	-----	-----	-----
TOTAL CURRENT REQUIREMENT	653,678	671,161	729,558
	-----	-----	-----
NET CURRENT INCOME<LOSS>	35,355	0	0
	=====	=====	=====
<b>CAPITAL ACQUISITIONS</b>			
CAPITAL PROJECTS	0	0	0
OTHER CAPITAL EXPENSE	0	0	0
	-----	-----	-----
TOTAL	0	0	0
	=====	=====	=====



# **CENTENNIAL HALL MAINTENANCE & OPERATION FUND**

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
<b>TRANSFERS FROM OTHER FUNDS</b>			
TRANSF FROM GENERAL FUND	361,125	331,161	391,136
	-----	-----	-----
TOTAL	361,125	331,161	391,136
	=====	=====	=====
<b>TRANSFERS TO OTHER FUNDS</b>			
COST ALLOC TO GENERAL FUND	69,956	75,552	100,000
LIABILITY INSURANCE ALLOC	9,639	9,639	11,573
	-----	-----	-----
TOTAL	79,595	85,191	111,573
	=====	=====	=====

<b>Enterprise Fund</b> Public Works Department
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**AIRPORT OPERATIONS FUND** - This fund includes revenues and expenditures related to the operation, development, and maintenance of the Hayward Executive Airport, a general aviation reliever airport, encompassing 521 acres. The Airport Fund receives revenue from several sources, with hangar rent and land rent accounting for the majority of the revenue, while commissions, property tax, building rent, and tie down rent represent other sources of revenue. The FY 2004-05 budget indicates a budget shortfall, however, this apparent loss is due primarily to transfer by the Airport Operating Fund to the Airport Capital Fund. This transfer totals \$1.2 million for FY 2004-05.

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**Airport Division**  
**Hayward Executive Airport**

Hayward Executive Airport is a self-supporting general aviation reliever airport. Its function is to relieve air carrier airports of general aviation traffic in the San Francisco Bay Area. Airport staff interacts with the community and its airport users through standing noise and safety committees and supports the Council's Airport Committee. In addition, Airport staff works to promote aviation safety provide courteous and efficient service to the flying public, attract businesses that provide a full range of aviation services, physically develop the Airport to serve its ultimate operational capacity, and create a compatible environment with the surrounding community.

**2003-04 PROGRAM ACCOMPLISHMENTS**

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1. Designed and engineered Airport Improvement Project 12 projects, including Taxiway Alpha widening, overlay of Runway 10R/28L, relocating segmented circle, wind cone and traffic pattern indicators, and the rehabilitation of the Entrance Taxiway.
2. Installed new automatic gates at the Airport's Localizer and between tenant leaseholds along Skywest Drive. Replaced a three foot high fence with a six foot high fence along the rear perimeter of the Raja Sweets Restaurant.

**2004-05 PROGRAM OBJECTIVES**

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1. Continue to implement projects recommended in the Airport Master Plan.
2. Install surveillance cameras to improve airport security.

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## FUND SUMMARY BY EXPENDITURE CATEGORY

631

### AIRPORT OPERATIONS FUND

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
EMPLOYEE SERVICES	756,445	808,881	882,918
MAINTENANCE & UTILITIES	152,725	151,657	151,657
SUPPLIES & SERVICES	447,697	304,614	293,476
DEPRECIATION	555,490	613,633	611,662
	-----	-----	-----
SUBTOTAL	1,912,357	1,878,785	1,939,713
NET INTERDEPARTMENTAL	48,349	73,325	86,049
	-----	-----	-----
TOTAL	1,960,706	1,952,110	2,025,762
CAPITAL EXPENSE	0	7,000	0
	-----	-----	-----
TOTAL EXPENSES AND CAPITAL	1,960,706 =====	1,959,110 =====	2,025,762 =====

## AUTHORIZED PERSONNEL BUDGET YEAR 2004/2005

### 631-AIRPORT OPERATIONS FUND

#### 3201-AIRPORT

	Adopted 2003/ 2004	Frozen 2003/ 2004	Adopted 2004/ 2005	Frozen 2004/ 2005
AIRPORT MANAGER	1.00	0.00	1.00	0.00
AIRPORT OPERATIONS MANAGER	1.00	0.00	1.00	0.00
ADMINISTRATIVE ANALYST I	1.00	0.00	1.00	0.00
ADMINISTRATIVE SECRETARY	1.00	0.00	1.00	0.00
AIRPORT MAINTENANCE LEADER	1.00	0.00	1.00	0.00
AIRPORT MAINTENANCE WORKER	3.00	0.00	3.00	0.00
ADMINISTRATIVE CLERK II	1.00	0.00	1.00	0.00
AIRPORT ATTENDANT	1.00	0.00	1.00	0.00
ADMINISTRATIVE INTERN	0.50	0.00	0.50	0.00
Activity Sub-Total	10.50	0.00	10.50	0.00
	-----	-----	-----	-----
Activity Total	10.50 =====		10.50 =====	

## AIRPORT OPERATION FUND

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
<b>ESTIMATED REVENUES</b>			
BUILDING RENT	47,510	49,116	72,708
LAND RENT	1,124,919	1,066,454	1,095,050
TIEDOWN RENT	54,092	50,500	50,500
HANGAR RENT	791,224	820,524	820,524
FEES AND PERMITS	3,268	3,500	3,500
COMMISSIONS	290,333	305,187	305,187
INTEREST	66,580	52,000	44,000
PROPERTY TAX	181,443	189,856	189,856
OTHER INCOME	1,845	1,500	1,500
	-----	-----	-----
SUBTOTAL	2,561,214	2,538,637	2,582,825
<b>TRANSFERS FROM OTHER FUNDS</b>			
TOTAL-DETAIL ON NEXT PAGE	0	0	0
	-----	-----	-----
TOTAL CURRENT INCOME	2,561,214	2,538,637	2,582,825
	-----	-----	-----
<b>OPERATING REQUIREMENTS</b>			
EMPLOYEE SERVICES	756,445	808,881	882,918
MAINTENANCE & UTILITIES	152,725	151,657	151,657
SUPPLIES & SERVICES	447,697	304,614	380,061
DEPRECIATION	555,490	613,633	611,662
NET EXPENSE TRANSFERS	48,349	73,325	86,049
	-----	-----	-----
SUBTOTAL	1,960,706	1,952,110	2,112,347
<b>TRANSFERS TO OTHER FUNDS</b>			
TOTAL-DETAIL ON NEXT PAGE	1,107,412	1,177,702	1,624,272
	-----	-----	-----
TOTAL CURRENT REQUIREMENT	3,068,118	3,129,812	3,736,619
	-----	-----	-----
NET CURRENT INCOME<LOSS>	< 506,904>	< 591,175>	< 1,153,794>
	=====	=====	=====
<b>CAPITAL ACQUISITIONS</b>			
CAPITAL PROJECTS	0	0	0
OTHER CAPITAL EXPENSE	0	7,000	0
	-----	-----	-----
TOTAL	0	7,000	0
	=====	=====	=====

# AIRPORT OPERATION FUND

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
<b>TRANSFERS FROM OTHER FUNDS</b>			
TOTAL	0	0	0
<b>TRANSFERS TO OTHER FUNDS</b>			
COST ALLOC TO GENERAL FUND	130,425	140,859	180,000
LIABILITY INSURANCE ALLOC	36,843	36,843	37,568
CAP RESERVES TO AIRPORT CAPIT	700,000	1,000,000	1,200,000
D/S - COP'S TO AIRPORT IMPRVMT	237,600	0	0
MISC TRSFR TO WATER MAINT	1,260	0	206,704
MISC TRSFR TO AIRPORT IMPRVMT	1,284	0	0
TOTAL	1,107,412	1,177,702	1,624,272

# AIRPORT FUND

## WORKING CAPITAL SUMMARY

	2002/2003 ACTUAL	2003/2004 ESTIMATED ACTUAL	2004/2005 ADOPTED BUDGET
<b>ESTIMATED REVENUES</b>			
BUILDING RENT	47,510	107,841	72,708
LAND RENT	1,124,919	1,066,454	1,095,050
TIEDOWN RENT	54,092	50,500	50,500
HANGAR RENT	791,224	820,524	820,524
FEES AND PERMITS	3,268	3,500	3,500
COMMISSIONS	290,333	305,187	305,187
INTEREST	66,580	52,000	44,000
PROPERTY TAX	181,443	189,856	189,856
OTHER INCOME	1,845	16,500	1,500
	-----	-----	-----
SUBTOTAL	2,561,214	2,612,362	2,582,825
<b>TRANSFERS FROM OTHER FUNDS</b>			
TOTAL-DETAIL ON NEXT PAGE	0	0	0
	-----	-----	-----
TOTAL CURRENT INCOME	2,561,214	2,612,362	2,582,825
	-----	-----	-----
<b>OPERATING REQUIREMENTS</b>			
EMPLOYEE SERVICES	756,445	808,881	882,918
MAINTENANCE & UTILITIES	152,725	151,657	151,657
SUPPLIES & SERVICES	447,697	294,288	293,476
NET EXPENSE TRANSFERS	48,349	73,325	86,049
LONG TERM DEBT	10,327	10,326	86,585
	-----	-----	-----
SUBTOTAL	1,415,543	1,338,477	1,500,685
<b>TRANSFERS TO OTHER FUNDS</b>			
TOTAL-DETAIL ON NEXT PAGE	1,107,412	1,380,281	1,624,272
	-----	-----	-----
TOTAL CURRENT REQUIREMENT	2,522,955	2,718,758	3,124,957
	-----	-----	-----
NET CURRENT INCOME<LOSS>	38,259 <	106,396><	542,132>
OTHER CAPITAL EXPENSE	0	7,000	0
BALANCE SHEET &/OR AUDIT ADJ	45,833	0	0
	-----	-----	-----
NET INC/<DEC> WK CAPITAL	84,092	113,396 <	542,132>
BEGINNING WK CAPITAL BALANCE	2,368,236	2,452,328	2,565,724
	-----	-----	-----
ENDING WORKING CAPITAL BALANCE	2,452,328	2,565,724	2,023,592
	=====	=====	=====

# AIRPORT FUND

## WORKING CAPITAL SUMMARY

	2002/2003 ACTUAL	2003/2004 ESTIMATED ACTUAL	2004/2005 ADOPTED BUDGET
<b>TRANSFERS FROM OTHER FUNDS</b>			
TOTAL	0	0	0
<b>TRANSFERS TO OTHER FUNDS</b>			
COST ALLOC TO GENERAL FUND	130,425	140,859	180,000
LIABILITY INSURANCE ALLOC	36,843	36,843	37,568
CAP RESERVES TO AIRPORT CAPIT	700,000	1,000,000	1,200,000
D/S - COP'S TO AIRPORT IMPRVMT	237,600	0	0
MISC TRSFR TO WATER MAINT	1,260	202,579	206,704
MISC TRSFR TO AIRPORT IMPRVMT	1,284	0	0
TOTAL	1,107,412	1,380,281	1,624,272
<b>OPERATING EXPENSES EXCLUDED</b>			
ACCRUED INTEREST CHARGES	0	0	0
DEPRECIATION	555,490	613,633	611,662
TOTAL	555,490	613,633	611,662



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## **Enterprise Fund**

### **Public Works Department**

**STORMWATER MAINTENANCE AND OPERATIONS FUND** - This fund supports activities associated with the City's Stormwater Management and Urban Runoff Control Program. The program responds to the U.S. Environmental Protection Agency's regulations mandating cleanup of urban runoff and stormwater. Property based stormwater fees in the amount of \$1.86 million generate almost all of the stormwater system's revenue.

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#### **WATER POLLUTION SOURCE CONTROL**

- Program Administration
- Stormwater Management and Urban Runoff Control
- Illicit Discharge Identification and Elimination
- Industrial Inspection and Control
- Public and Business Pollution Control Information
- New Development and Construction Site Controls
- County-wide Program Coordination and Management

#### **STREET MAINTENANCE**

- Street Cleaning
- Stormwater Collection System Maintenance
- Spill Response and Cleanup

#### **UTILITIES MAINTENANCE**

- Pump Station Maintenance

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## FUND SUMMARY BY EXPENDITURE CATEGORY

601 & 602

### STORMWATER MAINT. & OPERATIONS

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
EMPLOYEE SERVICES	874,912	931,931	1,009,566
MAINTENANCE & UTILITIES	16,699	47,941	36,941
SUPPLIES & SERVICES	673,795	725,920	742,441
DEPRECIATION	2,821	3,208	3,208
	-----	-----	-----
SUBTOTAL	1,568,227	1,709,000	1,792,156
NET INTERDEPARTMENTAL	368,379	408,215	260,451
	-----	-----	-----
TOTAL	1,936,606	2,117,215	2,052,607
 CAPITAL EXPENSE	 0	 2,734	 0
	-----	-----	-----
TOTAL EXPENSES AND CAPITAL	1,936,606 =====	2,119,949 =====	2,052,607 =====

## AUTHORIZED PERSONNEL BUDGET YEAR 2004/2005

### 602-STORMWATER MAINT. & OPERATIONS

	Adopted 2003/ 2004	Frozen 2003/ 2004	Adopted 2004/ 2005	Frozen 2004/ 2005
<b>2000-PUBLIC WORKS DEPARTMENT</b>				
WATER POLLUTION CONTROL ADMIN	1.00	0.00	1.00	0.00
ADMINISTRATIVE ANALYST II	1.00	0.00	1.00	0.00
WATER POLLUTION SOURCE CONT.INSP.	2.00	0.00	2.00	0.00
ADMINISTRATIVE ANALYST I	0.00	0.00	0.00	0.00
SWEEPER EQUIPMENT OPERATOR	5.00	0.00	5.00	0.00
MAINTENANCE WORKER	1.00	0.00	2.00	0.00
LABORER	1.00	0.00	0.00	0.00
SECRETARY	1.00	0.00	1.00	0.00
 Department Sub-Total	 12.00	 0.00	 12.00	 0.00
	-----	-----	-----	-----
Department Total	12.00 =====		12.00 =====	

## STORMWATER MAINTENANCE & OPERATION FUND

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
<b>ESTIMATED REVENUES</b>			
STORMWATER FEES	1,857,531	1,930,000	1,860,000
COUNTY SBA FUNDS	0	0	0
INTEREST EARNED	30,707	31,000	25,000
OTHER REVENUE	32,604	4,000	1,000
	-----	-----	-----
TOTAL REVENUE	1,920,842	1,965,000	1,886,000
<b>TRANSFERS FROM OTHER FUNDS</b>			
TOTAL-DETAIL ON NEXT PAGE	2,037,640	0	0
	-----	-----	-----
TOTAL CURRENT INCOME	3,958,482	1,965,000	1,886,000
	-----	-----	-----
<b>OPERATING REQUIREMENTS</b>			
EMPLOYEE SERVICES	874,912	931,931	1,009,566
MAINTENANCE & UTILITIES	16,699	47,941	36,941
SUPPLIES & SERVICES	673,795	725,920	742,441
DEPRECIATION	2,821	3,208	3,208
NET EXPENSE TRANSFERS	368,379	408,215	260,451
	-----	-----	-----
SUBTOTAL	1,936,606	2,117,215	2,052,607
<b>TRANSFERS TO OTHER FUNDS</b>			
TOTAL-DETAIL ON NEXT PAGE	2,177,961	150,429	198,589
	-----	-----	-----
TOTAL CURRENT REQUIREMENT	4,114,567	2,267,644	2,251,196
	-----	-----	-----
NET CURRENT INCOME<LOSS>	< 156,085>	< 302,644>	< 365,196>
	=====	=====	=====
<b>CAPITAL ACQUISITIONS</b>			
CAPITAL PROJECTS	0	0	0
OTHER CAPITAL EXPENSE	0	2,734	0
	-----	-----	-----
TOTAL	0	2,734	0
	=====	=====	=====

# **STORMWATER MAINTENANCE & OPERATION FUND**

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
<b>TRANSFERS FROM OTHER FUNDS</b>			
MISC TRSFR FR STORMWTER REV FD	2,037,640	0	0
	-----	-----	-----
TOTAL	2,037,640	0	0
	=====	=====	=====
<b>TRANSFERS TO OTHER FUNDS</b>			
MISC TRSFR TO STORMWTER M&O FD	2,037,640	0	0
COST ALLOC TO GENERAL FUND	126,344	136,452	180,000
LIABILITY INSURANCE ALLOC	13,977	13,977	18,589
	-----	-----	-----
TOTAL	2,177,961	150,429	198,589
	=====	=====	=====

**STORMWATER MAINTENANCE & OPERATION FUND  
WORKING CAPITAL SUMMARY**

	2002/2003 ACTUAL	2003/2004 ESTIMATED ACTUAL	2004/2005 ADOPTED BUDGET
<b>ESTIMATED REVENUES</b>			
STORMWATER FEES	1,857,531	1,860,000	1,860,000
COUNTY SBA FUNDS	0	0	0
INTEREST EARNED	30,707	31,000	25,000
OTHER REVENUE	32,604	4,000	1,000
	-----	-----	-----
TOTAL REVENUE	1,920,842	1,895,000	1,886,000
<b>TRANSFERS FROM OTHER FUNDS</b>			
TOTAL-DETAIL ON NEXT PAGE	2,037,640	0	0
	-----	-----	-----
TOTAL CURRENT INCOME	3,958,482	1,895,000	1,886,000
	-----	-----	-----
<b>OPERATING REQUIREMENTS</b>			
EMPLOYEE SERVICES	874,912	931,931	1,009,566
MAINTENANCE & UTILITIES	16,699	43,441	36,941
SUPPLIES & SERVICES	673,795	730,420	742,441
NET EXPENSE TRANSFERS	368,379	408,215	260,451
	-----	-----	-----
SUBTOTAL	1,933,785	2,114,007	2,049,399
<b>TRANSFERS TO OTHER FUNDS</b>			
TOTAL-DETAIL ON NEXT PAGE	2,177,961	150,429	198,589
	-----	-----	-----
TOTAL CURRENT REQUIREMENT	4,111,746	2,264,436	2,247,988
	-----	-----	-----
NET CURRENT INCOME<LOSS>	< 153,264><	369,436><	361,988>
OTHER CAPITAL EXPENSE	0	2,734	0
BALANCE SHEET &/OR AUDIT ADJ	533,212	0	0
	-----	-----	-----
NET INC/<DEC> WK CAPITAL	379,948 <	372,170><	361,988>
BEGINNING WK CAPITAL BALANCE	847,134	1,227,082	854,912
	-----	-----	-----
ENDING WORKING CAPITAL BALANCE	1,227,082	854,912	492,924
	=====	=====	=====

**STORMWATER MAINTENANCE & OPERATION FUND  
WORKING CAPITAL SUMMARY**

	2002/2003 ACTUAL	2003/2004 ESTIMATED ACTUAL	2004/2005 ADOPTED BUDGET
<b>TRANSFERS FROM OTHER FUNDS</b>			
MISC TRSFR FR STORMWTER REV FD	2,037,640	0	0
	-----	-----	-----
TOTAL	2,037,640	0	0
	=====	=====	=====
<b>TRANSFERS TO OTHER FUNDS</b>			
MISC TRSFR TO STORMWTER M&O FD	2,037,640	0	0
COST ALLOC TO GENERAL FUND	126,344	136,452	180,000
LIABILITY INSURANCE ALLOC	13,977	13,977	18,589
	-----	-----	-----
TOTAL	2,177,961	150,429	198,589
	=====	=====	=====
<b>OPERATING EXPENSES EXCLUDED</b>			
ACCRUED INTEREST CHARGES	0	0	0
DEPRECIATION	2,821	3,208	3,208
	-----	-----	-----
TOTAL	2,821	3,208	3,208
	=====	=====	=====



<b>Enterprise Fund</b> Public Works Department
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**Utilities Division – Water Pollution Source Control  
STORMWATER MANAGEMENT PROGRAM**

Water Pollution Source Control (WPSC) administers the City's Stormwater Management and Urban Runoff Control Program. The program's purpose is to reduce pollution of San Francisco Bay caused by urban activities. WPSC staff actively participates in the activities of the Alameda Countywide Clean Water Program. Staff also participates in local and regional outreach events and development, distribution of educational materials and submission of all required reports.

WPSC administers the City's Industrial Pretreatment Program, which controls the discharge of industrial and commercial waste to the sanitary sewer system (see Wastewater Maintenance and Operations Fund section for program description). The Industrial Pretreatment Program and the Stormwater Management and Urban Runoff Control Program are implemented together in order to consolidate all City water pollution control regulatory and related activities into a single unit.

**2003-04 PROGRAM ACCOMPLISHMENTS**

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1. Completed over 200 stormwater-related industrial and commercial inspections to meet the performance standards contained in the Stormwater NPDES permit.
2. Implemented additional reporting requirements of the new Stormwater NPDES Permit, adopted in February 2003.
3. Continued to conduct Public and Business Information and Education Program, including: completion of eight major community outreach events and implementation of a public awareness survey to measure the effectiveness of public outreach and educational activities.

**2004-05 PROGRAM OBJECTIVES**

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1. Meet performance standards in the Public Information/Participation, Illicit Discharge Controls, and Industrial and Commercial Discharge Controls components developed as part of our 2003 Stormwater National Pollutant Discharge Elimination System (NPDES) permit.
2. Continue public/business pollution control education efforts through active participation in local and regional outreach events, and development and distribution of educational materials.

## DIVISION SUMMARY BY EXPENDITURE CATEGORY

### WATER POLLUTION SOURCE CONTROL

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
EMPLOYEE SERVICES	366,157	408,643	460,003
MAINTENANCE & UTILITIES	4,855	12,954	12,954
SUPPLIES & SERVICES	330,809	383,608	386,342
DEPRECIATION	2,821	3,208	3,208
	-----	-----	-----
SUBTOTAL	704,642	808,413	862,507
NET INTERDEPARTMENTAL	29,600	34,314	35,651
	-----	-----	-----
TOTAL	734,242	842,727	898,158
 CAPITAL EXPENSE	 0	 2,734	 0
	-----	-----	-----
TOTAL EXPENSES AND CAPITAL	734,242	845,461	898,158
	=====	=====	=====

## AUTHORIZED PERSONNEL BUDGET YEAR 2004/2005

### 602-STORMWATER MAINT. & OPERATIONS

	Adopted 2003/ 2004	Frozen 2003/ 2004	Adopted 2004/ 2005	Frozen 2004/ 2005
<b>2900-WATER POLLUTION SOURCE CONTROL</b>				
WATER POLLUTION CONTROL ADMIN	1.00	0.00	1.00	0.00
ADMINISTRATIVE ANALYST II	1.00	0.00	1.00	0.00
WATER POLLUTION SOURCE CONT.INSP.	2.00	0.00	2.00	0.00
ADMINISTRATIVE ANALYST I	0.00	0.00	0.00	0.00
SECRETARY	1.00	0.00	1.00	0.00
 Division Sub-Total	 5.00	 0.00	 5.00	 0.00
	-----		-----	
Division Total	5.00		5.00	
	=====		=====	

<b>Enterprise Fund</b> Public Works Department
---

**Street Maintenance Division****STORMWATER MANAGEMENT AND URBAN RUNOFF CONTROL PROGRAM**

The Street Maintenance Division performs street sweeping services as part of the Stormwater Management and Urban Runoff Control Program. Sweeper equipment operators sweep the residential and industrial areas twice a month, commercial areas three times per week, and major arterials biweekly. Crews maintain a firm sweeping schedule March through October, but deviate from the schedule November through February, due to the large amount of falling leaves. The Street Maintenance Division also performs storm drain maintenance. Stormwater inlet maintenance and cleaning of ditches, debris boxes, and culverts are completed once prior to the rainy season and continue as needed until spring. This Division also applies "No Dumping Drains to Bay" drain stencils to storm drains.

**2003-04 PROGRAM ACCOMPLISHMENTS**

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1. Continued to deliver services to new developments, without impacting existing levels of service.

**2004-05 PROGRAM OBJECTIVES**

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1. Continue to deliver services to new developments and annexations, without impacting the existing levels of service in other areas.

## DIVISION SUMMARY BY EXPENDITURE CATEGORY

### STORMWATER MGMT & URBAN RUNOFF

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
EMPLOYEE SERVICES	508,755	523,288	549,563
MAINTENANCE & UTILITIES	10,256	29,644	18,644
SUPPLIES & SERVICES	341,054	340,296	354,083
DEPRECIATION	0	0	0
	-----	-----	-----
SUBTOTAL	860,065	893,228	922,290
NET INTERDEPARTMENTAL	318,871	354,358	204,999
	-----	-----	-----
TOTAL	1,178,936	1,247,586	1,127,289
CAPITAL EXPENSE	0	0	0
	-----	-----	-----
TOTAL EXPENSES AND CAPITAL	1,178,936	1,247,586	1,127,289
	=====	=====	=====

## AUTHORIZED PERSONNEL BUDGET YEAR 2004/2005

### 602-STORMWATER MAINT. & OPERATIONS

#### 2920-STORMWATER MGMT & URBAN RUNOFF

	Adopted 2003/ 2004	Frozen 2003/ 2004	Adopted 2004/ 2005	Frozen 2004/ 2005
SWEeper EQUIPMENT OPERATOR	5.00	0.00	5.00	0.00
MAINTENANCE WORKER	1.00	0.00	2.00	0.00
LABORER	1.00	0.00	0.00	0.00
Division Sub-Total	7.00	0.00	7.00	0.00
Division Total	7.00		7.00	
	=====		=====	

<b>Enterprise Fund</b> <b>Public Works Department</b>
--

**Utilities Division - Maintenance****STORMWATER PUMP STATION MAINTENANCE PROGRAM**

The Utilities Division includes the Stormwater Pump Station Maintenance Program. This program maintains and operates grade separation lift stations, to prevent flooding, on the following streets: Tennyson Road, D Street, Orchard Avenue, and Harder Road. Predictive and preventative maintenance is conducted on a regular basis to assure equipment reliability at pump stations.

**2003-04 PROGRAM ACCOMPLISHMENTS**

---

1. Evaluated all sites, with the assistance of an electrical engineer, and concluded that minor modifications were needed. All improvements have been implemented.

**2004-05 PROGRAM OBJECTIVES**

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1. Overhaul pumps at three of the five grade separation pump stations.

FUND: STORMWATER MAINT. & OPERATIONS FUND NUMBER: 602-2930  
PROGRAM MANAGER: SOURCE CONTROL ADMIN

**DIVISION SUMMARY BY EXPENDITURE CATEGORY****UTILITIES MAINTENANCE**

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
EMPLOYEE SERVICES	0	0	0
MAINTENANCE & UTILITIES	1,588	5,343	5,343
SUPPLIES & SERVICES	1,932	2,016	2,016
DEPRECIATION	0	0	0
	-----	-----	-----
SUBTOTAL	3,520	7,359	7,359
NET INTERDEPARTMENTAL	19,908	19,543	19,801
	-----	-----	-----
TOTAL	23,428	26,902	27,160
CAPITAL EXPENSE	0	0	0
	-----	-----	-----
TOTAL EXPENSES AND CAPITAL	23,428 =====	26,902 =====	27,160 =====

<b>Enterprise Fund</b> Public Works Department
---

**WASTEWATER MAINTENANCE AND OPERATIONS FUND** - This fund accounts for the revenue and expenditures associated with the collection and treatment of wastewater. The sewer service charge (the sewer rate), which is the operation fee charged to consumers, generates the majority of the revenue for this fund (\$12.5 million). Additional revenue includes sewer connection fees, which are used to fund sewer system improvements (\$1.4 million.). The FY 2004-05 budget indicates a budget shortfall, however, this apparent loss is due primarily to transfer by the Wastewater Operating Fund to Wastewater Capital Funds. These transfers total ~~\$3.4~~ \$3.0 million for FY 2004-05.

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**WASTEWATER SYSTEM ADMINISTRATION**

- System Administration
- Rate Setting
- Wastewater Engineering

**WATER POLLUTION CONTROL FACILITY**

- Water Pollution Control Facility Operation and Maintenance
- Closed Landfill Management

**COLLECTION SYSTEM MAINTENANCE**

- Sewer Maintenance
- Utilities Mechanical Maintenance

**WATER POLLUTION SOURCE CONTROL**

- Industrial Pretreatment and Regulation

## FUND SUMMARY BY EXPENDITURE CATEGORY

611 & 612

### WASTEWATER REVENUE & OPER.FUND

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
EMPLOYEE SERVICES	3,274,657	3,687,294	4,032,070
MAINTENANCE & UTILITIES	744,372	978,093	988,593
SUPPLIES & SERVICES	10,741,997	4,346,132	6,640,648
DEPRECIATION	2,625,812	3,211,732	2,892,028
	-----	-----	-----
SUBTOTAL	17,386,838	12,223,251	14,553,339
NET INTERDEPARTMENTAL	388,684	657,724	607,797
	-----	-----	-----
TOTAL	17,775,522	12,880,975	15,161,136
 CAPITAL EXPENSE	 818,503	 22,125	 17,500
	-----	-----	-----
TOTAL EXPENSES AND CAPITAL	18,594,025	12,903,100	15,178,636
	=====	=====	=====

**AUTHORIZED PERSONNEL  
BUDGET YEAR 2004/2005**

**612-WASTEWATER REVENUE & OPER.FUND**

	Adopted 2003/ 2004	Frozen 2003/ 2004	Adopted 2004/ 2005	Frozen 2004/ 2005
<b>2000-PUBLIC WORKS DEPARTMENT</b>				
WATER POLLUTION CONTROL FAC.MGR.	1.00	0.00	1.00	0.00
UTILITIES ENGINEER	1.00	0.00	1.00	0.00
WPCF OPERATIONS & MAINTENANCE MANAGER	1.00	0.00	1.00	0.00
WATER POLLUTION CONT.FAC.SUPERVISOR	0.00	0.00	0.00	0.00
LAB SUPERVISOR	1.00	0.00	1.00	0.00
WPCF OPERATIONS SUPERVISOR	1.00	0.00	1.00	0.00
WPCF MAINTENANCE SUPERVISOR	1.00	0.00	1.00	0.00
SR.WATER POLLUTION SOURCE CONT.INSP	1.00	0.00	1.00	0.00
SR.WATER POLLUTION CONT.FAC.OPER.	1.00	0.00	1.00	0.00
SR.UTILITIES MAINTENANCE MECHANIC	1.00	0.00	1.00	0.00
SENIOR UTILITY LEADER	1.00	0.00	1.00	0.00
FACILITIES ELECTRICIAN II	2.00	0.00	2.00	0.00
WATER POLLUTION SOURCE CONT.INSP.	3.00	0.00	3.00	0.00
WPCF LEAD OPERATOR	5.00	0.00	5.00	0.00
FACILITIES ELECTRICIAN I	1.00	0.00	1.00	0.00
UTILITIES MAINTENANCE MECHANIC	3.00	0.00	3.00	0.00
LABORATORY TECHNICIAN	3.00	0.00	3.00	0.00
WPCF OPERATOR	6.00	0.00	6.00	0.00
UTILITY LEADER	2.00	0.00	2.00	0.00
UTILITY WORKER	4.00	0.00	4.00	0.00
SENIOR SECRETARY	1.00	0.00	1.00	0.00
LABORER	2.00	0.00	2.00	0.00
TECHNICAL INTERN	0.50	0.00	0.50	0.00
 Department Sub-Total	 42.50	 0.00	 42.50	 0.00
 Department Total	 42.50 =====		 42.50 =====	



## WASTEWATER REVENUE AND MAINTENANCE AND OPERATION FUNDS

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
<b>ESTIMATED REVENUES</b>			
SEWER SERVICE CHARGE	11,759,647	13,100,000	12,500,000
SEWER CONNECTION FEES	1,304,724	1,050,000	1,400,000
INTEREST EARNED	287,042	165,000	155,000
OTHER REVENUES	92,176	569,000	527,000
	-----	-----	-----
SUBTOTAL	13,443,589	14,884,000	14,582,000
<b>TRANSFERS FROM OTHER FUNDS</b>			
TOTAL-DETAIL ON NEXT PAGE	0	0	0
	-----	-----	-----
TOTAL CURRENT INCOME	13,443,589	14,884,000	14,582,000
	-----	-----	-----
<b>OPERATING REQUIREMENTS</b>			
EMPLOYEE SERVICES	3,274,657	3,687,294	4,032,070
MAINTENANCE & UTILITIES	744,372	978,093	988,593
SUPPLIES & SERVICES	10,734,606	4,322,382	6,616,898
DEPRECIATION	2,625,812	3,211,732	2,892,028
NET EXPENSE TRANSFERS	388,684	657,724	607,797
BAD DEBT EXPENSE	20,791	23,750	23,750
	-----	-----	-----
SUBTOTAL	17,788,922	12,880,975	15,161,136
<b>TRANSFERS TO OTHER FUNDS</b>			
TOTAL-DETAIL ON NEXT PAGE	4,496,087	4,330,408	3,794,272
	-----	-----	-----
TOTAL CURRENT REQUIREMENT	22,285,009	17,211,383	18,955,408
	-----	-----	-----
NET CURRENT INCOME<LOSS>	< 8,841,420>	< 2,327,383>	< 4,373,408>
	=====	=====	=====
<b>CAPITAL ACQUISITIONS</b>			
CAPITAL PROJECTS	0	0	0
OTHER CAPITAL EXPENSE	818,503	22,125	17,500
	-----	-----	-----
TOTAL	818,503	22,125	17,500
	=====	=====	=====

## WASTEWATER REVENUE AND MAINTENANCE AND OPERATION FUNDS

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
<b>TRANSFERS FROM OTHER FUNDS</b>			
TOTAL	0	0	0
<b>TRANSFERS TO OTHER FUNDS</b>			
D/S ABAG 2001-02(ABAG XXIV)	126,607-	85,483-	84,989-
D/S 96 SEWER REFUNDING/REPLACE	457,119-	457,114-	458,970-
D/S 04 SEWER SYSTEM REV BONDS	0	0	1,000,000-
MISC TRSFR FR WWTP REPLACEMENT	2,194-	0	0
COST ALLOC TO GENERAL FUND	571,525	617,247	750,000
CAPITAL RESERVES TO SEWER	1,000,000	1,000,000	1,000,000
CAPITAL RESERVES TO WWTP	2,000,000	2,000,000	2,000,000
CONNECT. FEE TRAN TO SEWER IMP	1,304,724	1,050,000	1,400,000
MISC TRSFR TO WASTEWTR REV/EX.	6,002,852	0	0
MISC TRSFR FR SEWER REVENUE FD	6,002,852-	0	0
LIABILITY INSURANCE ALLOC	205,758	205,758	188,231
TOTAL	4,496,087	4,330,408	3,794,272

# WASTEWATER REVENUE AND MAINTENANCE AND OPERATION FUNDS

## WORKING CAPITAL SUMMARY

	2002/2003 ACTUAL	2003/2004 ESTIMATED ACTUAL	2004/2005 ADOPTED BUDGET
<b>ESTIMATED REVENUES</b>			
SERVICE FEES	11,759,647	12,200,000	12,500,000
INTEREST	252,060	165,000	155,000
OTHER REVENUES	533,946	569,000	527,000
	-----	-----	-----
SUBTOTAL	12,545,653	12,934,000	13,182,000
<b>TRANSFERS FROM OTHER FUNDS</b>			
TOTAL-DETAIL ON NEXT PAGE	0	0	0
	-----	-----	-----
TOTAL CURRENT INCOME	12,545,653	12,934,000	13,182,000
	-----	-----	-----
<b>OPERATING REQUIREMENTS</b>			
EMPLOYEE SERVICES	3,274,657	3,647,494	4,032,070
MAINTENANCE & UTILITIES	744,372	988,593	988,593
SUPPLIES & SERVICES	2,563,924	2,734,110	3,064,329
NET EXPENSE TRANSFERS	538,454	657,724	607,797
BAD DEBT EXPENSE	20,791	23,750	23,750
LONG TERM DEBT	1,577,282	1,552,272	3,552,569
	-----	-----	-----
SUBTOTAL	8,719,480	9,603,943	12,269,108
<b>TRANSFERS TO OTHER FUNDS</b>			
TOTAL-DETAIL ON NEXT PAGE	3,191,363	3,280,408	2,394,272
	-----	-----	-----
TOTAL CURRENT REQUIREMENT	11,910,843	12,884,351	14,663,380
	-----	-----	-----
NET CURRENT INCOME<LOSS>	634,810	49,649	< 1,481,380>
OTHER CAPITAL EXPENSE	26,016	7,625	17,500
BALANCE SHEET &/OR AUDIT ADJ	1,191,938	0	0
	-----	-----	-----
NET INC/<DEC> WK CAPITAL	1,800,732	42,024	< 1,498,880>
BEGINNING WK CAPITAL BALANCE	7,846,971	9,647,703	9,689,727
	-----	-----	-----
ENDING WORKING CAPITAL BALANCE	9,647,703	9,689,727	8,190,847
	=====	=====	=====

**WASTEWATER REVENUE AND MAINTENANCE AND OPERATION FUNDS  
WORKING CAPITAL SUMMARY**

	2002/2003 ACTUAL	2003/2004 ESTIMATED ACTUAL	2004/2005 ADOPTED BUDGET
<b>TRANSFERS FROM OTHER FUNDS</b>			
	-----	-----	-----
TOTAL	0	0	0
	=====	=====	=====

**TRANSFERS TO OTHER FUNDS**

SEWER CONNECTION FEE	1,304,724-	1,900,000-	1,400,000-
D/S ABAG 2001-02(ABAG XXIV)	126,607-	85,483-	84,989-
D/S 96 SEWER REFUNDING/REPLACE	457,119-	457,114-	458,970-
D/S 04 SEWER SYSTEM REV BONDS	0	0	1,000,000-
MISC TRSFR FR WWTP REPLACEMENT	2,194-	0	0
COST ALLOC TO GENERAL FUND	571,525	617,247	750,000
CAPITAL RESERVES TO SEWER	1,000,000	1,000,000	1,000,000
CAPITAL RESERVES TO WWTP	2,000,000	2,000,000	2,000,000
CONNECT. FEE TRAN TO SEWER IMP	1,304,724	1,900,000	1,400,000
MISC TRSFR TO WASTEWTR REV/EX.	6,002,852	0	0
MISC TRSFR FR SEWER REVENUE FD	6,002,852-	0	0
LIABILITY INSURANCE ALLOC	205,758	205,758	188,231
	-----	-----	-----
TOTAL	3,191,363	3,280,408	2,394,272
	=====	=====	=====

**OPERATING EXPENSES EXCLUDED**

DEPRECIATION	2,625,812	3,211,732	2,892,028
	-----	-----	-----
TOTAL	2,625,812	3,211,732	2,892,028
	=====	=====	=====

<b>Enterprise Fund</b> Public Works Department
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**Utilities Division - Administration**  
**WASTEWATER SYSTEM ADMINISTRATION PROGRAM**

The Utilities Division's Wastewater System Administration is responsible for coordinating and supervising major Sanitary Sewer operating programs. Administration staff ensures that all federal, state, and local discharge requirements and regulations are implemented and that the City is in full compliance. Staff represents the City at the East Bay Dischargers Authority (EBDA).

A major effort is undertaken each year to establish sanitary sewer service rates in a manner that is equitable to over 140,000 residential and business customers.

**2003-04 PROGRAM ACCOMPLISHMENTS**

---

1. Completed design of the WPCF Phase I Improvement Project. Construction is expected to begin by the end of calendar year 2004.

**2004-05 PROGRAM OBJECTIVES**

---

1. Manage construction of the Water Pollution Control Facility Phase I Improvement Project.

FUND: SEWER REVENUE  
PROGRAM MANAGER: DEP DIR PUBLIC WORKS/UTIL

FUND NUMBER: 611-3110

### DIVISION SUMMARY BY EXPENDITURE CATEGORY

#### WASTEWATER SYS ADMINISTRATION

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
EMPLOYEE SERVICES	0	0	0
MAINTENANCE & UTILITIES	0	0	0
SUPPLIES & SERVICES	1,972,632	2,922,022	5,204,819
DEPRECIATION	2,625,812	3,211,732	2,892,028
	-----	-----	-----
SUBTOTAL	4,598,444	6,133,754	8,096,847
NET INTERDEPARTMENTAL	0	0	0
	-----	-----	-----
TOTAL	4,598,444	6,133,754	8,096,847
CAPITAL EXPENSE	792,487	0	0
	-----	-----	-----
TOTAL EXPENSES AND CAPITAL	5,390,931	6,133,754	8,096,847
	=====	=====	=====

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<b>Enterprise Fund</b> Public Works Department
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**Utilities Division****WATER POLLUTION CONTROL FACILITY PROGRAM**

The Water Pollution Control Facility (WPCF) provides treatment and disposal of domestic and industrial wastewater. The treatment meets the standards of the Regional Water Quality Control Board and the U.S. Environmental Protection Agency. Effluent from the plant is pumped into the East Bay Dischargers Authority "super sewer" line for final disposal in the deeper water of San Francisco Bay near the Bay Bridge.

**2003-04 PROGRAM ACCOMPLISHMENTS**

---

1. Participated in the review of plans and specifications for the WPCF Phase I improvements. Construction is expected to begin by the end of calendar year 2004.
2. Cleaned 1.4 million gallon anaerobic digester.

**2004-05 PROGRAM OBJECTIVES**

---

1. Provide information and input during construction of the Water Pollution Control Facility Phase I Improvements and modify treatment processes as needed to accommodate construction of new facilities.
2. Clean, inspect and rehabilitate the second anaerobic digester.



FUND: WASTEWATER REVENUE & OPER.FUND FUND NUMBER: 612-3100  
PROGRAM MANAGER: DEP DIR PUBLIC WORKS/UTIL

### DIVISION SUMMARY BY EXPENDITURE CATEGORY

#### WATER POLLUTION CNTL FACILITY

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
EMPLOYEE SERVICES	2,287,314	2,609,147	2,860,421
MAINTENANCE & UTILITIES	605,357	814,831	824,831
SUPPLIES & SERVICES	1,144,352	1,203,357	1,210,364
DEPRECIATION	0	0	0
	-----	-----	-----
SUBTOTAL	4,037,023	4,627,335	4,895,616
NET INTERDEPARTMENTAL	41,778	227,509	73,649
	-----	-----	-----
TOTAL	4,078,801	4,854,844	4,969,265
CAPITAL EXPENSE	1,900	10,000	0
	-----	-----	-----
TOTAL EXPENSES AND CAPITAL	4,080,701	4,864,844	4,969,265
	=====	=====	=====

**AUTHORIZED PERSONNEL  
BUDGET YEAR 2004/2005**

**612-WASTEWATER REVENUE & OPER.FUND**

	Adopted 2003/ 2004	Frozen 2003/ 2004	Adopted 2004/ 2005	Frozen 2004/ 2005
<b>3100-WATER POLLUTION CNTL FACILITY</b>				
WATER POLLUTION CONTROL FAC.MGR.	1.00	0.00	1.00	0.00
UTILITIES ENGINEER	1.00	0.00	1.00	0.00
WPCF OPERATIONS & MAINTENANCE MANAGER	1.00	0.00	1.00	0.00
WATER POLLUTION CONT.FAC.SUPERVISOR	0.00	0.00	0.00	0.00
LAB SUPERVISOR	1.00	0.00	1.00	0.00
WPCF OPERATIONS SUPERVISOR	1.00	0.00	1.00	0.00
WPCF MAINTENANCE SUPERVISOR	1.00	0.00	1.00	0.00
SR.WATER POLLUTION CONT.FAC.OPER.	1.00	0.00	1.00	0.00
SR.UTILITIES MAINTENANCE MECHANIC	1.00	0.00	1.00	0.00
FACILITIES ELECTRICIAN II	1.00	0.00	1.00	0.00
WPCF LEAD OPERATOR	5.00	0.00	5.00	0.00
FACILITIES ELECTRICIAN I	1.00	0.00	1.00	0.00
UTILITIES MAINTENANCE MECHANIC	2.00	0.00	2.00	0.00
LABORATORY TECHNICIAN	3.00	0.00	3.00	0.00
WPCF OPERATOR	6.00	0.00	6.00	0.00
SENIOR SECRETARY	1.00	0.00	1.00	0.00
LABORER	2.00	0.00	2.00	0.00
 Division Sub-Total	 29.00	 0.00	 29.00	 0.00
 Division Total	 ----- 29.00 =====		 ----- 29.00 =====	

<b>Enterprise Fund</b> Public Works Department
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**Utilities Division****COLLECTION SYSTEM AND UTILITIES MAINTENANCE PROGRAMS**

This program consists of the Collection System Maintenance Group and the Utilities Mechanical Maintenance Group. The Collection System Maintenance Group maintains and repairs sewers. Preventive maintenance includes cleaning, televising, spot repairs, and use of root control chemicals, rodent control, and response to service requests, inspections, checking trouble spots, and minor repairs.

The Utilities Mechanical Maintenance Program operates and maintains eight sewage lift stations, six water pump stations, 27 pressure reducing stations, 13 reservoirs, emergency wells, chemical feed systems, portable emergency equipment and other miscellaneous water facilities. Water facilities are properly maintained to assure a safe supply of drinking water, adequate water flow and pressure for fire fighting purposes, and proper pressure to sewage pumping facilities to convey wastewater safely to the Water Pollution Control Facility.

**2003-04 PROGRAM ACCOMPLISHMENTS**

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1. Inspected a total of 51 miles of pipe by closed circuit television.

**2004-05 PROGRAM OBJECTIVES**

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1. Provide oversight of the cleaning and inspection of 20 miles of large diameter trunk sewer mains.

## DIVISION SUMMARY BY EXPENDITURE CATEGORY

### COLLECTION SYSTEM MAINTENANCE

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
EMPLOYEE SERVICES	740,055	724,392	783,226
MAINTENANCE & UTILITIES	131,994	150,465	150,465
SUPPLIES & SERVICES	177,552	151,634	151,721
DEPRECIATION	0	0	0
	-----	-----	-----
SUBTOTAL	1,049,601	1,026,491	1,085,412
NET INTERDEPARTMENTAL	211,289	274,740	327,451
	-----	-----	-----
TOTAL	1,260,890	1,301,231	1,412,863
CAPITAL EXPENSE	0	7,000	17,500
	-----	-----	-----
TOTAL EXPENSES AND CAPITAL	1,260,890	1,308,231	1,430,363
	=====	=====	=====

## AUTHORIZED PERSONNEL BUDGET YEAR 2004/2005

### 612-WASTEWATER REVENUE & OPER.FUND

#### 3120-COLLECTION SYSTEM MAINTENANCE

	Adopted 2003/ 2004	Frozen 2003/ 2004	Adopted 2004/ 2005	Frozen 2004/ 2005
SENIOR UTILITY LEADER	1.00	0.00	1.00	0.00
FACILITIES ELECTRICIAN II	1.00	0.00	1.00	0.00
UTILITIES MAINTENANCE MECHANIC	1.00	0.00	1.00	0.00
UTILITY LEADER	2.00	0.00	2.00	0.00
UTILITY WORKER	4.00	0.00	4.00	0.00
	-----	-----	-----	-----
Division Sub-Total	9.00	0.00	9.00	0.00
	-----	-----	-----	-----
Division Total	9.00		9.00	
	=====		=====	

<b>Enterprise Fund</b> Public Works Department
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**Utilities Division - Water Pollution Source Control  
INDUSTRIAL PRETREATMENT PROGRAM**

Water Pollution Source Control implements the Industrial Pretreatment Program, which performs all of the source oriented water pollution control activities associated with the sanitary sewer system as required by federal and state law. The program's primary mission is to prevent the pass-through of pollutants to San Francisco Bay and to prevent interference with the wastewater treatment process.

**2003-04 PROGRAM ACCOMPLISHMENTS**

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1. Continued to expand the Pollution Prevention Program to strengthen and enhance components, including: increased public outreach and education regarding mercury pollution prevention; initial development of a fats, oils and grease (FOG) regulation and source control program; and implementation of increased sampling of non-federal categorical significant industrial users per the request of the Regional Water Quality Control Board.

**2004-05 PROGRAM OBJECTIVES**

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1. Perform industrial inspections, wastewater discharge sampling and permit processing to meet requirements contained in the National Pollutant Discharge Elimination System (NPDES) Permit.

## DIVISION SUMMARY BY EXPENDITURE CATEGORY

### INDUSTRIAL PRETREATMENT

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
EMPLOYEE SERVICES	247,288	353,755	388,423
MAINTENANCE & UTILITIES	7,021	12,797	13,297
SUPPLIES & SERVICES	70,761	69,119	73,744
DEPRECIATION	0	0	0
	-----	-----	-----
SUBTOTAL	325,070	435,671	475,464
NET INTERDEPARTMENTAL	135,617	155,475	206,697
	-----	-----	-----
TOTAL	460,687	591,146	682,161
CAPITAL EXPENSE	24,116	5,125	0
	-----	-----	-----
TOTAL EXPENSES AND CAPITAL	484,803	596,271	682,161
	=====	=====	=====

## AUTHORIZED PERSONNEL BUDGET YEAR 2004/2005

### 612-WASTEWATER REVENUE & OPER.FUND

	Adopted 2003/ 2004	Frozen 2003/ 2004	Adopted 2004/ 2005	Frozen 2004/ 2005
<b>3106-INDUSTRIAL PRETREATMENT</b>				
SR.WATER POLLUTION SOURCE CONT.INSP	1.00	0.00	1.00	0.00
WATER POLLUTION SOURCE CONT.INSP.	3.00	0.00	3.00	0.00
TECHNICAL INTERN	0.50	0.00	0.50	0.00
Division Sub-Total	4.50	0.00	4.50	0.00
	-----	-----	-----	-----
Division Total	4.50		4.50	
	=====		=====	

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## **Enterprise Fund**

### **Public Works Department**

**WATER MAINTENANCE AND OPERATIONS FUND** - This fund accounts for all activities associated with the purchase, transmission, and distribution of a high quality, reliable supply of water. City of Hayward water is purchased from the San Francisco Public Utilities Commission. This fund is primarily supported by water use charges (the water rate), which represent the cost to consumers for water consumption and is affected by wholesale water prices and consumption trends. Water use charges (the water rate) generate the majority of the revenue for this fund (\$17.8 million). Additional revenue includes water service charges, which are fixed costs (unrelated to the amount of water used), associated with serving consumers (\$2.0 million.) The FY 2004-05 budget indicates a budget shortfall, however, this apparent loss is due primarily to transfer by the Water Operating Fund to the Water Capital Fund. This transfer totals \$2 million, which significantly reduces the apparent budget shortfall for FY 2004-05.

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#### **WATER SYSTEM ADMINISTRATION**

- System Administration
- Rate Setting
- Water Engineering

#### **WATER MAINTENANCE**

- Fire Hydrant Maintenance
- Meter Reading
- Pump Station Operation
- Reservoir Operation
- Water Main Maintenance

#### **LANDSCAPE WATER CONSERVATION**

- Landscape Irrigation Systems Rehabilitation

#### **UTILITY BILLING**

- Customer Billing Office



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## FUND SUMMARY BY EXPENDITURE CATEGORY

621

### WATER MAINTENANCE & OPER. FUND

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
EMPLOYEE SERVICES	4,057,963	4,322,291	4,833,537
MAINTENANCE & UTILITIES	641,862	635,027	635,027
SUPPLIES & SERVICES	10,662,998	12,837,907	15,296,587
DEPRECIATION	1,136,459	1,279,329	1,214,664
	-----	-----	-----
SUBTOTAL	16,499,282	19,074,554	21,979,815
NET INTERDEPARTMENTAL	465,310-	333,871-	295,940-
	-----	-----	-----
TOTAL	16,033,972	18,740,683	21,683,875
CAPITAL EXPENSE	12,141	3,000	17,500
	-----	-----	-----
TOTAL EXPENSES AND CAPITAL	16,046,113 =====	18,743,683 =====	21,701,375 =====

**AUTHORIZED PERSONNEL  
BUDGET YEAR 2004/2005**

**621-WATER MAINTENANCE & OPER. FUND**

	Adopted 2003/ 2004	Frozen 2003/ 2004	Adopted 2004/ 2005	Frozen 2004/ 2005
<b>2000-PUBLIC WORKS DEPARTMENT</b>				
DEPUTY DIRECTOR OF PUBLIC WORKS	1.00	0.00	1.00	0.00
UTILITIES SUPERINTENDENT	1.00	0.00	1.00	0.00
UTILITIES ENGINEER	1.00	0.00	1.00	0.00
UTILITIES OPERATIONS & MAINTENANCE MGR.	1.00	0.00	1.00	0.00
WATER INSTALLATION & MAINT.SUPVR.	0.00	0.00	0.00	0.00
ADMINISTRATIVE ANALYST III	1.00	0.00	1.00	0.00
ASSOC CIVIL ENGINEER	1.00	0.00	1.00	0.00
UTILITIES MAINTENANCE SUPERVISOR	1.00	0.00	1.00	0.00
SENIOR UTILITY LEADER	1.00	0.00	1.00	0.00
SENIOR UTILITY SERVICE REP.	1.00	0.00	1.00	0.00
FACILITIES ELECTRICIAN II	1.00	0.00	1.00	0.00
SENIOR UTILITY CUSTOMER SERVICE LEADER	1.00	0.00	1.00	0.00
+ UTILITIES MAINTENANCE MECHANIC	2.00	0.00	3.00	0.00
ADMINISTRATIVE SECRETARY	1.00	0.00	1.00	0.00
UTILITY LEADER	3.00	0.00	3.00	0.00
CROSS CONNECTION CONTROL SPECIALIST	1.00	0.00	1.00	0.00
EQUIPMENT OPERATOR	2.00	0.00	2.00	0.00
GROUNDSKEEPER II	2.00	0.00	2.00	0.00
STOREKEEPER - EXPEDITER	1.00	0.00	1.00	0.00
WATER METER MECHANIC	3.00	0.00	3.00	0.00
UTILITIES SERVICE WORKER	2.00	0.00	2.00	0.00
UTILITY WORKER	14.00	0.00	14.00	0.00
SENIOR SECRETARY	1.00	0.00	1.00	0.00
GROUNDSKEEPER I	2.00	0.00	2.00	0.00
UTILITY SERVICE REPRESENTATIVE	1.00	0.00	1.00	0.00
WATER METER READER	2.50	0.00	2.50	0.00
LABORER	0.00	0.00	0.00	0.00
SECRETARY	1.00	0.00	1.00	0.00
Department Sub-Total	49.50	0.00	50.50	0.00
Department Total	49.50		50.50	

+ One Utility Maintenance Mechanic added.

**AUTHORIZED PERSONNEL  
BUDGET YEAR 2004/2005**

**621-WATER MAINTENANCE & OPER. FUND**

	Adopted 2003/ 2004	Frozen 2003/ 2004	Adopted 2004/ 2005	Frozen 2004/ 2005
<b>1700-FINANCE DEPARTMENT</b>				
SENIOR ACCOUNTING TECHNICIAN	0.00	0.00	1.00	0.00
LEAD CUSTOMER ACCOUNT CLERK	1.00	0.00	0.00	0.00
SENIOR CUSTOMER ACCOUNT CLERK	2.00	0.00	2.00	0.00
CUSTOMER ACCOUNT CLERK	3.50	0.00	3.50	0.00
Department Sub-Total	6.50	0.00	6.50	0.00
Department Total	6.50		6.50	

## WATER MAINTENANCE & OPERATION FUND

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
<b>ESTIMATED REVENUES</b>			
WATER SALES	16,316,592	17,300,000	17,800,000
WATER SERVICE CHARGES	2,070,267	2,000,000	2,000,000
INSTALLATION FEES	327,331	200,000	200,000
INTEREST INCOME	382,486	210,000	232,000
OTHER REVENUE	578,616	672,000	630,528
	-----	-----	-----
SUBTOTAL	19,675,292	20,382,000	20,862,528
<b>TRANSFERS FROM OTHER FUNDS</b>			
TOTAL-DETAIL ON NEXT PAGE	0	0	0
	-----	-----	-----
TOTAL CURRENT INCOME	19,675,292	20,382,000	20,862,528
	-----	-----	-----
<b>OPERATING REQUIREMENTS</b>			
EMPLOYEE SERVICES	4,057,963	4,322,291	4,833,537
MAINTENANCE & UTILITIES	641,862	635,027	635,027
SUPPLIES & SERVICES	2,734,899	3,254,157	4,072,837
DEPRECIATION	1,136,459	1,279,329	1,214,664
NET EXPENSE TRANSFERS	465,310	333,871	295,940
WATER PURCHASES	7,830,751	9,560,000	11,200,000
BAD DEBT EXPENSE	97,348	23,750	23,750
	-----	-----	-----
SUBTOTAL	16,033,972	18,740,683	21,683,875
<b>TRANSFERS TO OTHER FUNDS</b>			
TOTAL-DETAIL ON NEXT PAGE	2,512,150	2,446,821	1,720,379
	-----	-----	-----
TOTAL CURRENT REQUIREMENT	18,546,122	21,187,504	23,404,254
	-----	-----	-----
NET CURRENT INCOME<LOSS>	1,129,170	< 805,504 >	< 2,541,726 >
	=====	=====	=====
<b>CAPITAL ACQUISITIONS</b>			
CAPITAL PROJECTS	0	0	0
OTHER CAPITAL EXPENSE	12,141	3,000	17,500
	-----	-----	-----
TOTAL	12,141	3,000	17,500
	=====	=====	=====

## WATER MAINTENANCE & OPERATION FUND

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
<b>TRANSFERS FROM OTHER FUNDS</b>			
TOTAL	0	0	0
	=====	=====	=====
<b>TRANSFERS TO OTHER FUNDS</b>			
D/S ABAG 2001-02(ABAG XXIV)	126,607-	85,483-	84,989-
D/S 01 WATER SYS TRANSFER	300,724-	291,887-	90,760-
D/S 04 WATER SYS TRANSFER	0	0	169,912-
1.8 PYMT WTR MAINT TO OPER	0	180,000-	900,000-
MISC TRSFR FR WTR IMPR FD	425-	0	0
MISC TRSFR FR AIRPORT	1,260-	0	206,704-
COST ALLOC TO GENERAL FUND	787,811	850,836	1,000,000
LIABILITY INSURANCE ALLOC	153,355	153,355	172,744
CAPITAL RESERVES TO WATER	2,000,000	2,000,000	2,000,000
TOTAL	2,512,150	2,446,821	1,720,379
	=====	=====	=====

**WATER MAINTENANCE & OPERATION FUND  
WORKING CAPITAL SUMMARY**

	2002/2003 ACTUAL	2003/2004 ESTIMATED ACTUAL	2004/2005 ADOPTED BUDGET
<b>ESTIMATED REVENUES</b>			
WATER SALES	16,316,592	17,300,000	17,800,000
WATER SERVICE CHARGES	2,070,267	2,000,000	2,000,000
INSTALLATION FEES	327,331	300,000	200,000
INTEREST INCOME	382,486	210,000	232,000
OTHER REVENUE	578,616	672,000	630,528
	-----	-----	-----
SUBTOTAL	19,675,292	20,482,000	20,862,528
<b>TRANSFERS FROM OTHER FUNDS</b>			
TOTAL-DETAIL ON NEXT PAGE	0	0	0
	-----	-----	-----
TOTAL CURRENT INCOME	19,675,292	20,482,000	20,862,528
	-----	-----	-----
<b>OPERATING REQUIREMENTS</b>			
EMPLOYEE SERVICES	4,057,963	4,399,291	4,833,537
MAINTENANCE & UTILITIES	641,862	635,027	635,027
SUPPLIES & SERVICES	2,513,933	2,685,929	3,193,604
NET EXPENSE TRANSFERS	465,310	333,871	295,940
WATER PURCHASES	7,830,751	10,300,000	11,200,000
BAD DEBT EXPENSE	97,348	23,750	23,750
LONG TERM DEBT	592,666	492,310	879,233
	-----	-----	-----
SUBTOTAL	15,269,213	18,202,436	20,469,211
<b>TRANSFERS TO OTHER FUNDS</b>			
TOTAL-DETAIL ON NEXT PAGE	2,512,150	2,446,821	1,720,379
	-----	-----	-----
TOTAL CURRENT REQUIREMENT	17,781,363	20,649,257	22,189,590
	-----	-----	-----
NET CURRENT INCOME<LOSS>	1,893,929 <	167,257><	1,327,062>
OTHER CAPITAL EXPENSE	12,141	3,000	17,500
BALANCE SHEET &/OR AUDIT ADJ	2,856,340	0	0
	-----	-----	-----
NET INC/<DEC> WK CAPITAL	4,738,128 <	170,257><	1,344,562>
BEGINNING WK CAPITAL BALANCE	11,399,294	16,137,422	15,967,165
	-----	-----	-----
ENDING WORKING CAPITAL BALANCE	16,137,422	15,967,165	14,622,603
	=====	=====	=====

**WATER MAINTENANCE & OPERATION FUND  
WORKING CAPITAL SUMMARY**

	2002/2003 ACTUAL	2003/2004 ESTIMATED ACTUAL	2004/2005 ADOPTED BUDGET
<b>TRANSFERS FROM OTHER FUNDS</b>			
TOTAL	0	0	0
<b>TRANSFERS TO OTHER FUNDS</b>			
D/S ABAG 2001-02(ABAG XXIV)	126,607-	85,483-	84,989-
D/S 01 WATER SYS TRANSFER	300,724-	89,308-	90,760-
D/S 04 WATER SYS TRANSFER	0	0	169,912-
1.8 PYMT WTR MAINT TO OPER	0	180,000-	900,000-
MISC TRSFR FR WTR IMPR FD	425-	0	0
MISC TRSFR FR AIRPORT	1,260-	202,579-	206,704-
COST ALLOC TO GENERAL FUND	787,811	850,836	1,000,000
LIABILITY INSURANCE ALLOC	153,355	153,355	172,744
CAPITAL RESERVES TO WATER	2,000,000	2,000,000	2,000,000
TOTAL	2,512,150	2,446,821	1,720,379
<b>OPERATING EXPENSES EXCLUDED</b>			
DEPRECIATION	1,136,459	1,279,329	1,214,664
TOTAL	1,136,459	1,279,329	1,214,664



<b>Enterprise Fund</b> Public Works Department
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**Utilities Division****WATER SYSTEM ADMINISTRATION PROGRAM**

The Utilities Division's Water System Administration is responsible for coordination and supervision of the major Water System operating programs. Administration staff ensures that all federal and state requirements and regulations are implemented and fully complied with. Administration staff also provides technical support to the City's representative to the Bay Area Water Supply and Conservation Agency and the San Francisco Bay Area Regional Water System Financing Authority.

A significant effort is undertaken each year to establish equitable water rates by conducting revenue projection studies, anticipating changes in the San Francisco Public Utilities Commission (SFPUC) wholesale water rate, and reviewing the tiered water usage charge based on consumption.

**2003-04 PROGRAM ACCOMPLISHMENTS**

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1. Completed design of the Regional Water Intertie. Construction is expected to begin in August 2004.
2. Completed design of the Hesperian Pump Station, and construction began in March 2004.

**2004-05 PROGRAM OBJECTIVES**

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1. Manage construction of the East Bay Municipal Utility District/SFPUC/City of Hayward Regional Water Intertie.
2. Manage construction of the Hesperian Pump Station.

## DIVISION SUMMARY BY EXPENDITURE CATEGORY

### WATER-UTILITIES ADMINISTRATION

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
EMPLOYEE SERVICES	565,415	615,422	671,276
MAINTENANCE & UTILITIES	1,648	4,940	4,940
SUPPLIES & SERVICES	9,515,306	11,805,501	14,286,507
DEPRECIATION	1,136,459	1,279,329	1,214,664
	-----	-----	-----
SUBTOTAL	11,218,828	13,705,192	16,177,387
NET INTERDEPARTMENTAL	217,848-	189,760-	140,584-
	-----	-----	-----
TOTAL	11,000,980	13,515,432	16,036,803
CAPITAL EXPENSE	0	0	0
	-----	-----	-----
TOTAL EXPENSES AND CAPITAL	11,000,980	13,515,432	16,036,803
	=====	=====	=====

## AUTHORIZED PERSONNEL BUDGET YEAR 2004/2005

### 621-WATER MAINTENANCE & OPER. FUND

#### 3000-WATER-UTILITIES ADMINISTRATION

	Adopted 2003/ 2004	Frozen 2003/ 2004	Adopted 2004/ 2005	Frozen 2004/ 2005
DEPUTY DIRECTOR OF PUBLIC WORKS	1.00	0.00	1.00	0.00
UTILITIES ENGINEER	1.00	0.00	1.00	0.00
ADMINISTRATIVE ANALYST III	1.00	0.00	1.00	0.00
ASSOC CIVIL ENGINEER	1.00	0.00	1.00	0.00
SENIOR UTILITY SERVICE REP.	1.00	0.00	1.00	0.00
SENIOR SECRETARY	1.00	0.00	1.00	0.00
Division Sub-Total	6.00	0.00	6.00	0.00
	-----	-----	-----	-----
Division Total	6.00		6.00	
	=====		=====	

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<b>Enterprise Fund</b> Public Works Department
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**Utilities Division**  
**WATER MAINTENANCE PROGRAM**

The Water Maintenance Program assures delivery of an uninterrupted supply of the highest quality water possible to Hayward consumers. The water system is required to comply with all waterworks standards, to include the State of California's Department of Health Services and the California Safe Drinking Water Act. Water staff samples the water frequently and works cooperatively with the San Francisco Public Utilities Commission Department water quality laboratory to ensure the quality of Hayward water. Hayward water is subject to regular monitoring by the State Department of Health Services. This program also conducts the Cross Connection Control Inspection Program to assure Hayward's water quality is protected and provides meter-reading services.

**2003-04 PROGRAM ACCOMPLISHMENTS**

---

1. Prepared for the change in water disinfectant from chlorine to chloramine, which was successfully implemented in February 2004 (later than anticipated due to a change by San Francisco Public Utilities Commission). Water System staff was trained and planned facility modifications were completed.

**2004-05 PROGRAM OBJECTIVES**

---

1. Install temporary tank and piping at Garin Reservoir, and drain and recoat the reservoir.
2. Install Water Compliance software and input the required baseline data.
3. Replace all master radios associated with the water and wastewater Supervisory Control and Data Acquisition (SCADA) System.

FUND: WATER MAINTENANCE & OPER. FUND FUND NUMBER: 621-3001  
 PROGRAM MANAGER: DEP DIR PUBLIC WORKS/UTIL

## DIVISION SUMMARY BY EXPENDITURE CATEGORY

### WATER-DISTRIBUTION

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
EMPLOYEE SERVICES	2,839,585	2,998,493	3,393,898
MAINTENANCE & UTILITIES	503,012	487,430	487,430
SUPPLIES & SERVICES	955,503	832,414	810,088
DEPRECIATION	0	0	0
	-----	-----	-----
SUBTOTAL	4,298,100	4,318,337	4,691,416
NET INTERDEPARTMENTAL	291,917-	214,488-	227,481-
	-----	-----	-----
TOTAL	4,006,183	4,103,849	4,463,935
CAPITAL EXPENSE	12,141	3,000	17,500
	-----	-----	-----
TOTAL EXPENSES AND CAPITAL	4,018,324 =====	4,106,849 =====	4,481,435 =====

**AUTHORIZED PERSONNEL  
BUDGET YEAR 2004/2005**

**621-WATER MAINTENANCE & OPER. FUND**

	Adopted 2003/ 2004	Frozen 2003/ 2004	Adopted 2004/ 2005	Frozen 2004/ 2005
<b>3001-WATER-DISTRIBUTION</b>				
UTILITIES SUPERINTENDENT	1.00	0.00	1.00	0.00
UTILITIES OPERATIONS & MAINTENANCE MGR.	1.00	0.00	1.00	0.00
WATER INSTALLATION & MAINT.SUPVR.	0.00	0.00	0.00	0.00
UTILITIES MAINTENANCE SUPERVISOR	1.00	0.00	1.00	0.00
SENIOR UTILITY LEADER	1.00	0.00	1.00	0.00
FACILITIES ELECTRICIAN II	1.00	0.00	1.00	0.00
SENIOR UTILITY CUSTOMER SERVICE LEADER	1.00	0.00	1.00	0.00
UTILITIES MAINTENANCE MECHANIC	2.00	0.00	3.00	0.00
ADMINISTRATIVE SECRETARY	1.00	0.00	1.00	0.00
UTILITY LEADER	3.00	0.00	3.00	0.00
CROSS CONNECTION CONTROL SPECIALIST	1.00	0.00	1.00	0.00
EQUIPMENT OPERATOR	2.00	0.00	2.00	0.00
STOREKEEPER - EXPEDITER	1.00	0.00	1.00	0.00
WATER METER MECHANIC	3.00	0.00	3.00	0.00
UTILITIES SERVICE WORKER	2.00	0.00	2.00	0.00
UTILITY WORKER	14.00	0.00	14.00	0.00
UTILITY SERVICE REPRESENTATIVE	1.00	0.00	1.00	0.00
WATER METER READER	2.50	0.00	2.50	0.00
SECRETARY	1.00	0.00	1.00	0.00
 Division Sub-Total	 39.50	 0.00	 40.50	 0.00
 Division Total	 ----- 39.50 =====		 ----- 40.50 =====	

<b>Enterprise Fund</b> Public Works Department
---

**Utilities Division****LANDSCAPE WATER CONSERVATION PROGRAM**

The Landscape Water Conservation Program is administered by the Landscape Maintenance Division and supported by the Water Maintenance and Operations Fund. Water Conservation staff installs low water usage irrigation devices, upgrades irrigation systems where necessary for water conservation purposes, and hand waters City landscaped areas such as street trees in the downtown area, along major arterials, and street medians as needed by a water truck.

**2003-04 PROGRAM ACCOMPLISHMENTS**

---

1. Tested three centralized water-conserving irrigation controller systems on existing landscapes areas. Based upon ease of operation, richness of features, and manufacturer support, one system has been selected to be the City standard. This system is being specified in new irrigation systems.

**2004-05 PROGRAM OBJECTIVES**

---

1. Complete field trials of three commercially available centralized water-conserving irrigation controllers to monitor water and labor savings and to develop a standard for the City's irrigation system.

## DIVISION SUMMARY BY EXPENDITURE CATEGORY

### LANDSCAPE - WATER CONSERVATION

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
EMPLOYEE SERVICES	300,821	295,878	309,805
MAINTENANCE & UTILITIES	131,049	138,859	138,859
SUPPLIES & SERVICES	38,174	35,357	35,357
DEPRECIATION	0	0	0
	-----	-----	-----
SUBTOTAL	470,044	470,094	484,021
NET INTERDEPARTMENTAL	19,861-	41,209	42,807
	-----	-----	-----
TOTAL	450,183	511,303	526,828
CAPITAL EXPENSE	0	0	0
	-----	-----	-----
TOTAL EXPENSES AND CAPITAL	450,183 =====	511,303 =====	526,828 =====

## AUTHORIZED PERSONNEL BUDGET YEAR 2004/2005

### 621-WATER MAINTENANCE & OPER. FUND

#### 2323-LANDSCAPE - WATER CONSERVATION

	Adopted 2003/ 2004	Frozen 2003/ 2004	Adopted 2004/ 2005	Frozen 2004/ 2005
GROUNDSKEEPER II	2.00	0.00	2.00	0.00
GROUNDSKEEPER I	2.00	0.00	2.00	0.00
LABORER	0.00	0.00	0.00	0.00
Division Sub-Total	4.00	0.00	4.00	0.00
	-----	-----	-----	-----
Division Total	4.00 =====		4.00 =====	



<b>Enterprise Fund</b> Public Works Department
---

**Revenue Division**  
**UTILITY BILLING PROGRAM**

The Utility Billing Program is responsible for utility account set-up and maintenance and billing and collection of the water and sewer accounts. Over 200,000 statements are processed annually. Customer service is provided through "over the counter" and telephone contacts. Utility billing staff also manages utilities accounts receivable, including posting of utility transactions to the general ledger, maintenance of the customer subsidiary ledger, and all related end-of-month and year-end reports. The Revenue Division is part of the Finance and Internal Services Department.

**2003-04 PROGRAM ACCOMPLISHMENTS**

---

1. Studied the feasibility of making internet bill payment services available to customers and developed a plan for installing an e-bill system.

**2004-05 PROGRAM OBJECTIVES**

---

1. Implement an on-line system for customer payment of utility bills.

## DIVISION SUMMARY BY EXPENDITURE CATEGORY

### REVENUE DIVISION

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
EMPLOYEE SERVICES	352,142	412,498	458,558
MAINTENANCE & UTILITIES	6,153	3,798	3,798
SUPPLIES & SERVICES	154,015	164,635	164,635
DEPRECIATION	0	0	0
	-----	-----	-----
SUBTOTAL	512,310	580,931	626,991
NET INTERDEPARTMENTAL	64,316	29,168	29,318
	-----	-----	-----
TOTAL	576,626	610,099	656,309
CAPITAL EXPENSE	0	0	0
	-----	-----	-----
TOTAL EXPENSES AND CAPITAL	576,626	610,099	656,309
	=====	=====	=====

## AUTHORIZED PERSONNEL BUDGET YEAR 2004/2005

### 621-WATER MAINTENANCE & OPER. FUND

#### 1730-REVENUE DIVISION

	Adopted 2003/ 2004	Frozen 2003/ 2004	Adopted 2004/ 2005	Frozen 2004/ 2005
SENIOR ACCOUNTING TECHNICIAN	0.00	0.00	1.00	0.00
LEAD CUSTOMER ACCOUNT CLERK	1.00	0.00	0.00	0.00
SENIOR CUSTOMER ACCOUNT CLERK	2.00	0.00	2.00	0.00
CUSTOMER ACCOUNT CLERK	3.50	0.00	3.50	0.00
Division Sub-Total	6.50	0.00	6.50	0.00
Division Total	6.50		6.50	
	=====		=====	

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## **Internal Service Funds**

**Internal Service Funds** are used to finance and account for goods and/or services provided by one City department to other City departments on a cost reimbursement basis.

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### **FUND DESCRIPTIONS BY DEPARTMENT**

#### **City Attorney Department**

- **Liability Insurance Fund** - Risk management expenses and self-insurance costs.

#### **Finance Department**

- **Equipment Management Fund** - Operation, maintenance, and replacement of vehicles and mobile radio units.

#### **Human Resources Department**

- **Workers' Compensation Fund** - Workers' compensation reimbursable costs.

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<b>Internal Service Fund</b> City Attorney Department
--

**LIABILITY INSURANCE FUND** - The Risk Management Fund represents self-insurance costs and expenses associated with risk management activities.

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**Risk Management Program Description**

The City Attorney's Office administers the City's Liability Claims and Insurance Programs and advises City departments on general risk management and insurance issues.

**2003-04 PROGRAM ACCOMPLISHMENTS**

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1. Continued building litigation team to handle insurance defense litigation in-house.
2. Cross-trained City staff to handle and process insurance claims
3. Improved computerized database for more efficient claims administration.

**2004-05 PROGRAM OBJECTIVES**

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1. Increase in-house defense of litigation.
2. Create policies and procedures for Exclusive Risk Management Association of California (ERMAC) Insurance Authority.
3. Re-evaluate property insurance carriers to lower insurance premiums.

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## FUND SUMMARY BY EXPENDITURE CATEGORY

711

### LIABILITY INSURANCE FUND

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
EMPLOYEE SERVICES	202,436	320,224	410,422
MAINTENANCE & UTILITIES	6,364	901	901
SUPPLIES & SERVICES	1,216,081	1,258,610	1,212,744
DEPRECIATION	0	0	0
	-----	-----	-----
SUBTOTAL	1,424,881	1,579,735	1,624,067
NET INTERDEPARTMENTAL	0	0	0
	-----	-----	-----
TOTAL	1,424,881	1,579,735	1,624,067
CAPITAL EXPENSE	0	0	0
	-----	-----	-----
TOTAL EXPENSES AND CAPITAL	1,424,881 =====	1,579,735 =====	1,624,067 =====

## AUTHORIZED PERSONNEL BUDGET YEAR 2004/2005

### 711-LIABILITY INSURANCE FUND

	Adopted 2003/ 2004	Frozen 2003/ 2004	Adopted 2004/ 2005	Frozen 2004/ 2005
<b>1300-CITY ATTORNEY DEPARTMENT</b>				
ASSISTANT CITY ATTORNEY	1.00	0.00	2.00	0.00
LEGAL SECRETARY II	1.00	0.00	1.00	0.00
Department Sub-Total	2.00	0.00	3.00	0.00
	-----	-----	-----	-----
Department Total	2.00 =====		3.00 =====	



## LIABILITY SELF-INSURANCE FUND

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
<b>ESTIMATED REVENUES</b>			
INTEREST EARNED	126,080	84,000	79,000
OTHER REVENUE	41,614	0	0
	-----	-----	-----
SUBTOTAL	167,694	84,000	79,000
<b>TRANSFERS FROM OTHER FUNDS</b>			
TOTAL-DETAIL ON NEXT PAGE	1,511,164	1,511,164	1,880,067
	-----	-----	-----
TOTAL CURRENT INCOME	1,678,858	1,595,164	1,959,067
	-----	-----	-----
<b>OPERATING REQUIREMENTS</b>			
EMPLOYEE SERVICES	202,436	320,224	410,422
MAINTENANCE & UTILITIES	6,364	901	901
SUPPLIES & SERVICES	140,235	365,610	319,744
DEPRECIATION	0	0	0
NET EXPENSE TRANSFERS	0	0	0
INSURANCE	618,971	655,500	655,500
PUBLIC LIABILITY CLAIMS PAID	456,875	237,500	237,500
	-----	-----	-----
SUBTOTAL	1,424,881	1,579,735	1,624,067
<b>TRANSFERS TO OTHER FUNDS</b>			
TOTAL-DETAIL ON NEXT PAGE	344,599	372,167	335,000
	-----	-----	-----
TOTAL CURRENT REQUIREMENT	1,769,480	1,951,902	1,959,067
	-----	-----	-----
NET CURRENT INCOME<LOSS>	< 90,622>	< 356,738>	0
	=====	=====	=====
<b>CAPITAL ACQUISITIONS</b>			
CAPITAL PROJECTS	0	0	0
OTHER CAPITAL EXPENSE	0	0	0
	-----	-----	-----
TOTAL	0	0	0
	=====	=====	=====

## LIABILITY SELF-INSURANCE FUND

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
<b>TRANSFERS FROM OTHER FUNDS</b>			
LIAB INS ALLOC - GEN'L FUND	1,043,414	1,043,414	1,388,300
LIAB INS ALLOC - RECYCLING	3,484	3,484	4,636
LIAB INS ALLOC - BLOCK GRANT	8,710	8,710	10,817
LIAB INS ALLOC - HOUSING MORTG	1,161	1,161	1,545
LIAB INS ALLOC - REDEV AGENCY	4,645	4,645	6,181
LIAB INS ALLOC - STORMWATER	13,977	13,977	18,589
LIAB INS ALLOC - WWTP M & O	205,758	205,758	188,231
LIAB INS ALLOC - WATER M & O	153,355	153,355	172,744
LIAB INS ALLOC - AIRPORT	36,843	36,843	37,568
LIAB INS ALLOC - CENT HALL	9,639	9,639	11,573
LIAB INS ALLOC - WORKERS COMP	2,323	2,323	3,091
LIAB INS ALLOC - EQUIP MGMT	27,855	27,855	36,792
	-----	-----	-----
TOTAL	1,511,164	1,511,164	1,880,067
	=====	=====	=====
<b>TRANSFERS TO OTHER FUNDS</b>			
COST ALLOC TO GENERAL FUND	344,599	372,167	335,000
	-----	-----	-----
TOTAL	344,599	372,167	335,000
	=====	=====	=====

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**Internal Service Fund**

Finance and Internal Services Department

**EQUIPMENT MANAGEMENT FUND** - The Equipment Management Fund provides for vehicle/equipment/radio acquisition, maintenance, repair, replacement and disposal for the City's vehicle/equipment fleet and mobile radios.

---

**Equipment Management Division Description**

The Equipment Management Division provides vehicle/equipment/radio acquisition, maintenance, repair, replacement and disposal for the City's 378 vehicle/equipment fleet and 340 mobile radios. Other responsibilities include performing state-mandated inspections, complying with all applicable hazardous materials regulations, and providing fuel and associated services to seven fueling stations.

---

**2003-04 PROGRAM ACCOMPLISHMENTS**

1. Completed a study to determine if an automobile leasing program is feasible and beneficial. Acquired 17 sedans through a lease/purchase program to replace old unmarked cars for the Police Department.

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**2004-05 PROGRAM OBJECTIVES**

1. Participate in a working group to be developed in conjunction with the Hayward Police Department that will address issues and concerns regarding the maintenance and replacement of police vehicles.

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## FUND SUMMARY BY EXPENDITURE CATEGORY

730

### EQUIPMENT MANAGEMENT FUND

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
EMPLOYEE SERVICES	1,012,256	1,040,398	1,153,410
MAINTENANCE & UTILITIES	287,197	215,664	215,664
SUPPLIES & SERVICES	952,270	1,135,381	1,163,416
DEPRECIATION	1,189,893	1,185,772	1,331,073
	-----	-----	-----
SUBTOTAL	3,441,616	3,577,215	3,863,563
NET INTERDEPARTMENTAL	633-	0	0
	-----	-----	-----
TOTAL	3,440,983	3,577,215	3,863,563
CAPITAL EXPENSE	3,008,946	600,000	700,000
	-----	-----	-----
TOTAL EXPENSES AND CAPITAL	6,449,929 =====	4,177,215 =====	4,563,563 =====

## AUTHORIZED PERSONNEL BUDGET YEAR 2004/2005

### 730-EQUIPMENT MANAGEMENT FUND

	Adopted 2003/ 2004	Frozen 2003/ 2004	Adopted 2004/ 2005	Frozen 2004/ 2005
<b>1700-FINANCE DEPARTMENT</b>				
EQUIPMENT MANAGER	1.00	0.00	1.00	0.00
EQUIP MAINTENANCE SUPERVISOR	1.00	0.00	1.00	0.00
EQUIPMENT MECHANIC II	5.00	0.00	5.00	0.00
EQUIPMENT MECHANIC I	3.00	0.00	3.00	0.00
SENIOR SECRETARY	1.00	0.00	1.00	0.00
EQUIPMENT PARTS STOREKEEPER	1.00	0.00	1.00	0.00
EQUIPMENT SERVICE ATTENDANT	1.00	0.00	1.00	0.00
Department Sub-Total	13.00	0.00	13.00	0.00
	-----		-----	
Department Total	13.00 =====		13.00 =====	

## EQUIPMENT MANAGEMENT FUND

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
<b>ESTIMATED REVENUES</b>			
VEHICLE RENTAL-M&O	3,548,809	1,658,462	3,453,913
VEHICLE RENTAL-REPLACEMENT	0	1,732,668	0
RADIO RENTAL-M&O	0	32,000	0
RADIO RENTAL-REPLACEMENT	0	32,000	0
SALE OF EQUIPMENT	28,014	0	0
DAMAGE TO CITY PROPERTY	7,946	0	0
FROM OTHER AGENCIES	0	0	0
INTEREST INCOME	11,485	8,000	7,000
OTHER INCOME	623,713	0	0
	-----	-----	-----
SUBTOTAL	4,219,967	3,463,130	3,460,913
<b>TRANSFERS FROM OTHER FUNDS</b>			
TOTAL-DETAIL ON NEXT PAGE	0	0	0
	-----	-----	-----
TOTAL CURRENT INCOME	4,219,967	3,463,130	3,460,913
	-----	-----	-----
<b>OPERATING REQUIREMENTS</b>			
EMPLOYEE SERVICES	1,012,256	1,040,398	1,153,410
MAINTENANCE & UTILITIES	287,197	215,664	215,664
SUPPLIES & SERVICES	952,270	1,135,381	1,163,416
DEPRECIATION	1,189,893	1,185,772	1,331,073
NET EXPENSE TRANSFERS	633-	0	0
	-----	-----	-----
SUBTOTAL	3,440,983	3,577,215	3,863,563
<b>TRANSFERS TO OTHER FUNDS</b>			
TOTAL-DETAIL ON NEXT PAGE	188,756	277,690	171,792
	-----	-----	-----
TOTAL CURRENT REQUIREMENT	3,629,739	3,854,905	4,035,355
	-----	-----	-----
NET CURRENT INCOME<LOSS>	590,228 <	391,775><	574,442>
	=====	=====	=====
<b>CAPITAL ACQUISITIONS</b>			
CAPITAL PROJECTS	3,591,249-	0	0
VEHICLES AND EQUIPMENT	3,008,946	600,000	700,000
OTHER CAPITAL EXPENSE	0	0	0
	-----	-----	-----
TOTAL	582,303-	600,000	700,000
	=====	=====	=====

# **EQUIPMENT MANAGEMENT FUND**

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
<b>TRANSFERS FROM OTHER FUNDS</b>			
TOTAL	----- 0 =====	----- 0 =====	----- 0 =====
<b>TRANSFERS TO OTHER FUNDS</b>			
COST ALLOC TO GENERAL FUND	160,901	149,835	135,000
LIABILITY INSURANCE ALLOC	27,855	27,855	36,792
SUPPLEMENTAL TO GENERAL FUND	0	100,000	0
TOTAL	----- 188,756 =====	----- 277,690 =====	----- 171,792 =====



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## **Internal Service Fund**

### **Human Resources Department**

**WORKERS' COMPENSATION FUND** - The Workers' Compensation Fund accounts for the City's Self-Insured Worker's Compensation Program, which provides benefits and assistance to employees that sustain work-connected injuries or illnesses.

---

#### **Workers' Compensation Program Description**

The Human Resources Department administers the Workers' Compensation Program. This includes coordination and monitoring of expenditures from the Trust Account and serving as a liaison to the third party claims administrator who processes employee claims. Program expenditures are funded by charges to other funds citywide, by interest income, and by refunds from third-party recoveries. The program provides benefit counseling to employees and others regarding integration of Workers' Compensation benefits, state-mandated benefits, and supplemental benefits provided by the City. A third-party administrator, whose activities are closely monitored by Human Resources Department staff, accomplishes actual payment of claims.

Staff also serves as liaison to the City's primary medical care provider, St. Rose Hospital. Human Resources staff also plans and coordinates other programs to promote employee well being and reduce Workers' Compensation losses. These include the Employee Assistance Program designed to assist employees in resolving personal problems that adversely affect job performance; critical incident group counseling for safety and/or traumatized personnel; coordination of disability retirement applications resulting from industrial injuries; arranging periodic audits of the Workers' Compensation claims administrator; and periodic actuarial evaluations of the City's losses and reserve funding.

---

#### **2003-04 PROGRAM ACCOMPLISHMENTS**

1. Coordinated a workers' compensation third party claims administrator program audit.
2. Completed the request-for-proposal process for the workers' compensation third party claims administration for the contract period starting July 1, 2005.

---

#### **2004-05 PROGRAM OBJECTIVES**

1. Implement workers' compensation program and benefit changes adopted by state statute.
2. Obtain and analyze alternate coverage and cost quotations for Excess Workers' Compensation Insurance coverage.
3. Coordinate a workers' compensation third party claims administrator program audit.
4. Complete an actuarial study, as recommended by the external auditor.

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## FUND SUMMARY BY EXPENDITURE CATEGORY

710

### WORKERS' COMPENSATION FUND

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
EMPLOYEE SERVICES	156,448	169,663	178,475
MAINTENANCE & UTILITIES	101	587	587
SUPPLIES & SERVICES	3,801,449	3,689,448	3,896,965
DEPRECIATION	0	0	0
	-----	-----	-----
SUBTOTAL	3,957,998	3,859,698	4,076,027
NET INTERDEPARTMENTAL	43,653	46,286	30,151
	-----	-----	-----
TOTAL	4,001,651	3,905,984	4,106,178
CAPITAL EXPENSE	0	0	0
	-----	-----	-----
TOTAL EXPENSES AND CAPITAL	4,001,651	3,905,984	4,106,178
	=====	=====	=====

## AUTHORIZED PERSONNEL BUDGET YEAR 2004/2005

### 710-WORKERS' COMPENSATION FUND

	Adopted 2003/ 2004	Frozen 2003/ 2004	Adopted 2004/ 2005	Frozen 2004/ 2005
<b>1600-HUMAN RESOURCES DEPARTMENT</b>				
EMPLOYEE BENEFITS ADMINISTRATOR	1.00	0.00	1.00	0.00
SECRETARY (CONF)	1.00	0.00	1.00	0.00
Department Sub-Total	2.00	0.00	2.00	0.00
	-----	-----	-----	-----
Department Total	2.00		2.00	
	=====		=====	

## WORKERS COMPENSATION SELF-INSURANCE FUND

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
<b>ESTIMATED REVENUES</b>			
PAYROLL INSURANCE PREMIUM	3,589,832	3,973,918	4,343,444
INTEREST EARNED	27,909	17,000	17,000
OTHER REVENUE	1,391,957	0	0
	-----	-----	-----
SUBTOTAL	5,009,698	3,990,918	4,360,444
<b>TRANSFERS FROM OTHER FUNDS</b>			
TOTAL-DETAIL ON NEXT PAGE	0	120,655	0
	-----	-----	-----
TOTAL CURRENT INCOME	5,009,698	4,111,573	4,360,444
	-----	-----	-----
<b>OPERATING REQUIREMENTS</b>			
EMPLOYEE SERVICES	156,448	169,663	178,475
MAINTENANCE & UTILITIES	101	587	587
SUPPLIES & SERVICES	320,566	316,948	374,465
DEPRECIATION	0	0	0
NET EXPENSE TRANSFERS	43,653	46,286	30,151
INSURANCE	2,091	0	0
WORKERS COMPENSATION EXPENSE	3,478,792	3,372,500	3,522,500
	-----	-----	-----
SUBTOTAL	4,001,651	3,905,984	4,106,178
<b>TRANSFERS TO OTHER FUNDS</b>			
TOTAL-DETAIL ON NEXT PAGE	121,278	130,794	122,091
	-----	-----	-----
TOTAL CURRENT REQUIREMENT	4,122,929	4,036,778	4,228,269
	-----	-----	-----
NET CURRENT INCOME<LOSS>	886,769	74,795	132,175
	=====	=====	=====
<b>CAPITAL ACQUISITIONS</b>			
CAPITAL PROJECTS	0	0	0
OTHER CAPITAL EXPENSE	0	0	0
	-----	-----	-----
TOTAL	0	0	0
	=====	=====	=====

# **WORKERS COMPENSATION SELF-INSURANCE FUND**

	2002/2003 ACTUAL	2003/2004 ADJUSTED BUDGET	2004/2005 ADOPTED BUDGET
<b>TRANSFERS FROM OTHER FUNDS</b>			
MISC TRANSF FROM GENERAL FUND	0	120,655	0
	-----	-----	-----
TOTAL	0	120,655	0
	=====	=====	=====
<b>TRANSFERS TO OTHER FUNDS</b>			
COST ALLOC TO GENERAL FUND	118,955	128,471	119,000
LIABILITY INSURANCE ALLOC	2,323	2,323	3,091
	-----	-----	-----
TOTAL	121,278	130,794	122,091
	=====	=====	=====

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## **Supplemental Information**

### **Budget Resolutions**

The section contains all Council resolutions related to the FY 2004-2005 budget adoption.

- 1) Budget of the City of the Hayward for Fiscal Year 2004-2005  
(Resolution 04-101)
- 2) Capital Improvement Projects for Fiscal Year 2004-2005  
(Resolution 04-102)
- 3) Revised Master Fee Schedule  
(Resolution 04-103)
- 4) Gann Appropriation Limit  
(Resolution 04-104)
- 5) Budget of the Redevelopment Agency of the City Of Hayward for Fiscal Year 2004-05,  
(Resolution RA 04-07)



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HAYWARD CITY COUNCIL

RESOLUTION NO. 04-101

Introduced by Council Member Quirk

RESOLUTION APPROVING THE BUDGET OF THE CITY OF  
HAYWARD FOR FISCAL YEAR 2004-2005; ADOPTING  
APPROPRIATIONS FOR FISCAL YEAR 2004-2005

WHEREAS, the City Manager has submitted to the City Council of the City of Hayward estimates of revenues from all sources and estimates of expenditures required for the proper conduct of the activities of the City of Hayward for fiscal year 2004-2005 contained in those documents entitled "City of Hayward 2004-2005 Recommended Budget," with adjustments to the Recommended Budget as approved at the June 8, 2004 Public Hearing Council Meeting, and 2004-2005 Capital Improvement Program; and

WHEREAS, a public hearing was held by the City Council of the City of Hayward, at which time all interested persons were afforded an opportunity to be heard on matters pertaining to the budget recommended by the City Manager.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Hayward as follows:

1. That the budget for fiscal year 2004-2005 presented by the City Manager in the documents entitled "City of Hayward 2004-2005 Recommended Budget," with adjustments to the Recommended Budget as outlined in the June 8, 2004 Public Hearing Budget Report are hereby approved and adopted as the budget of the City of Hayward for fiscal year 2004-2005. Copies of the budget documents and the staff reports presented by the City Manager are on file in the office of the City Clerk and are hereby referred to, incorporated herein, and made a part of this resolution as though set forth in full.
2. That except as may be otherwise provided, any and all expenditures relating to the objectives described in the budget are hereby approved and authorized and payments therefore may be made by the Director of Finance without further action of Council.
3. That for the purposes of determining whether the City Manager is authorized to execute a contract for a commodity or service pursuant to City Charter section 701 subsection 8, the City Manager shall have the authority to expend such funds and enter into and execute any and all contracts and documents necessary to carry out the objectives of the Council's appropriations as set forth in this budget.
4. The City Manager shall have the authority to bind and prepay all coverage and to negotiate and execute all documents necessary to obtain the insurance,

third party administration services, loss fund stabilization and defense of claims budgeted for in the Liability Insurance Fund.

5. The City Manager is also authorized to enter into an Amended Repayment Agreement with the Redevelopment Agency in substantially the same form as the Amended Repayment Agreement on file in the office of the City Clerk, together with such additional changes approved by the City Manager and the City Attorney. Such Amended Repayment Agreement consolidates the provisions of the Repayment Agreement executed on September 23, 1975, as amended through the tenth amendment thereto, and also provides for the repayment of additional expenses incurred by the City of Hayward from tax increment revenues, based on the findings and provisions contained in the Amended Repayment Agreement.
6. That pursuant to the provisions of §5.2.09 of the City's Solid Waste and Recycling Services Franchise Agreement with Waste Management of Alameda County, Inc., the franchise fee due to the City of Hayward shall be adjusted from 10 percent to 12.5 percent. Such adjustment shall be reflected in the rates that Waste Management is allowed to charge and collect from customers in accordance with the Franchise Agreement.
7. The following amounts are hereby appropriated for expenditure:

#### **I. OPERATING EXPENDITURE APPROPRIATIONS**

##### **GENERAL FUND:**

Mayor and Council Department	470,431
City Manager Department	3,915,410
City Attorney Department	891,314
City Clerk Department	422,502
Human Resources Department	2,202,885
Finance Department	5,227,856
Police Department	39,429,594
Fire Department	20,141,312
Public Works Department	6,667,856
Library Department	3,574,216
Community and Economic Development Department	5,504,312
Non-Departmental	<u>585,099</u>
	89,032,787

##### **OTHER FUNDS:**

Recycling Fund – New	30,855
Recycling Fund	698,509
Community Development Block Grant	3,283,483
Small Business Econ Dev Rev Loan Program	351,841
Home Loan Fund	32,000

Measure B – Paratransit Fund	674,304
Housing Mortgage Bond Fund	137,801
Downtown Business Improvement	87,286
Narcotic Asset Seizure	30,000
Certificates of Participation	2,325,693
Street Lighting Fund	252,788
Low and Moderate Housing Fund	379,811
Low and Moderate Homeownership Loans	200,000
Special Assessment Districts	1,056,151
Stormwater Maintenance and Operation Fund	2,052,607
Wastewater Maintenance and Operation Fund	15,178,636
Water Maintenance and Operation Fund	21,701,375
HPFA Water Revenue Bonds	533,300
HPFA Retrofit COPs	549,299
Airport Operations Fund	2,025,762
Centennial Hall Maintenance and Operation Fund	617,985
Worker's Compensation Fund	4,106,178
Liability Insurance Fund	1,624,067
Equipment Management Fund	4,563,563
Consolidated LLD 96-1, Zone 6	7,648
Consolidated LLD 96-1, Zone 1	3,637
Consolidated LLD 96-1, Zone 2	5,680
Consolidated LLD 96-1, Zone 3	31,575
Consolidated LLD 96-1, Zone 4	14,951
Consolidated LLD 96-1, Zone 5	2,680
Comm Facility District #! - Trustee	<u>613,440</u>
	63,172,905

**TOTAL ALL FUNDS:** **152,205,692**

8. The Director of Finance is hereby authorized to transfer the following amounts from one fund to another as indicated below at such time as he may determine, giving consideration to the intended purposes for which the transfers are made and available balances in each of the funds.

## II. FUND TRANSFERS

### FROM GENERAL FUND TO:

Liability Fund - Liability Insurance Allocation	1,388,300
Centennial Hall Maintenance and Operation Fund	391,136
Transportation System Improvement Capital Transfer	200,000
Street Lighting Fund Capital Transfer	20,000
HPFA Retrofit COPs – 97 Refund CIP	549,299
Certificates of Participation – D/S Abag 2001-02 (Abag 33)	89,779
Certificates of Participation – D/S New City Hall	2,231,914

FROM SPECIAL GAS TAX TO:

General Fund – Street & Signal Maintenance	1,264,000
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FROM RECYCLING FUND TO:

General Fund - Cost Allocation	40,000
Liability Insurance Fund - Liability Insurance Allocation	4,636

FROM COMMUNITY DEVELOPMENT BLOCK GRANT FUND TO:

Liability Insurance Fund - Liability Insurance Allocation	10,817
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FROM HOUSING MORTGAGE BOND FUND TO:

Liability Insurance Fund - Liability Insurance Allocation	1,545
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FROM CITIZEN'S OPTION FOR PUBLIC SAFETY FUND TO:

General Fund – Citizen's Option for Public Safety Expenditures	215,550
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FROM LOCAL LAW ENFORCEMENT BLOCK GRANT TO:

General Fund – Local Law Enforcement Block Grant Expenditures	160,969
---	---------

FROM LOW & MODERATE HOUSING FUND TO:

General Fund – Cost Allocation	60,000
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FROM STORMWATER MAINTENANCE AND OPERATIONS FUND TO:

General Fund - Cost Allocation	180,000
Liability Fund - Liability Insurance Allocation	18,589

FROM SEWER REVENUE TO:

General Fund - Cost Allocation	750,000
Sewer Replacement Fund - Capital Reserve to Sewer Wastewater Treatment Plant Replacement	1,000,000
- Capital Reserves Wastewater Treatment Plant Replacement	2,000,000
Sewer Improvement Fund	
-Connection Fee Transfer to Sewer Improvement	1,400,000

FROM SEWER IMPROVEMENT FUND TO:

Sewer Revenue Fund	
-D/S ABAG 2001-02(ABAG XXIV)	84,989
-D/S 04 Sewer System Revenue Bonds	1,000,000

FROM WASTEWATER REVENUE & OPERATION FUND TO:

Liability Fund - Liability Insurance Allocation	188,231
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FROM WASTEWATER TREATMENT PLANT REPLACEMENT TO:

Sewer Revenue Fund - D/S 96 Sewer Refunding/Replacement	458,970
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FROM WATER MAINTENANCE & OPERATION FUND TO:

General Fund - Cost Allocation	1,000,000
Liability Fund - Liability Insurance Allocation	172,744
Water Replacement Fund - Capital Reserves to Water	2,000,000

FROM WATER IMPROVEMENT FUND TO:

Water Maintenance & Operation Fund	
-D/S ABAG 2001-02(ABAG XXIV)	84,989
-D/S 01 Water System Transfer	90,760
-D/S 04 Water System Transfer	169,912
-\$1.8 Payment, Water Maintenance & Operation	900,000
HPFA Water Revenue Bonds	
-D/S TO 1996 HPFA Revenue Bonds	319,980

FROM WATER REPLACEMENT TO:

HPFA Water Revenue Bonds	
-D/S TO 1996 HPFA Revenue Bonds	213,320

FROM AIRPORT OPERATIONS FUND TO:

General Fund - Cost Allocation	180,000
Liability Fund - Liability Insurance Allocation	37,568
Airport Capital Improvement Fund	
-Capital Reserves to Airport Capital	1,200,000
Water Maintenance & Operation Fund	
-Misc Transfer to Water Maintenance	206,704

FROM CENTENNIAL HALL MAINTENANCE & OPERATIONS TO:

General Fund - Cost Allocation	100,000
Liability Fund - Liability Insurance Allocation	11,573

FROM WORKER'S COMPENSATION FUND TO:

General Fund - Cost Allocation	119,000
Liability Fund - Liability Insurance Allocation	3,091

FROM LIABILITY INSURANCE FUND TO:

General Fund - Cost Allocation	335,000
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FROM EQUIPMENT MANAGEMENT FUND TO:

General Fund - Cost Allocation	135,000
Liability Fund - Liability Insurance Allocation	36,792

9. There are hereby appropriated the following amounts to Reserves and Designations of Fund Balances, which the Director of Finance shall enter upon the records and reflect in the financial statement of the City:

RESERVES AND DESIGNATIONS

FUND	PURPOSE	AMOUNT
RESERVED		
General	Encumbrances	1,147,000
	Inventory	119,828
	Advances	<u>1,336,000</u>
		2,602,828
DESIGNATIONS		
General	Economic Uncertainty	7,000,000
	Liquidity Reserve	3,500,000
	Public Safety Radio System	2,250,000
	Hotel/Conference Center	1,250,000
	Undesignated	<u>1,923,418</u>
		15,923,418

In addition to the above-specified amounts, the balances in each fund that are not otherwise appropriated are hereby appropriated to Contingency Reserves in those funds. Expenditures from Reserves or Designated Fund Balances shall require the approval of the City Council.

10. Any monies received during fiscal year 2004-2005 as a consequence of a grant application approved by the City Council are hereby appropriated for the purposes for which the grant has been approved. Such appropriation includes authorization for the City Manager to expend such monies and for the Finance Director to make payments therefore in accordance with the terms and conditions and for the purposes of the grant.
11. The Director of Finance is hereby authorized and directed to distribute the above appropriations, transfers, and reserves to the various accounts of the City in accordance with generally accepted accounting principles and consistent with the purposes and objectives as outlined in the approved budget.
12. Any contract for professional service included in the annual budget that will cost more than \$25,000 shall be executed by the City Manager only upon approval of the contract by the City Council given at a meeting of the City Council.
13. The Finance Director is directed to comply with GASB 31 (Unrealized investment gains and losses) and is authorized to make such entries as are required to the City's financial records. In addition, the Finance Director is authorized to make such changes to the budget as are required by GASB 31.
14. The 2003-2004 appropriations and budget resolutions are hereby amended to reflect actual expenditures for fiscal year 2003-2004.
15. The City Manager is hereby authorized to enter into a revolving loan Credit Agreement with Bank of the West in a form, which is satisfactory to the City Attorney.

IN COUNCIL, HAYWARD, CALIFORNIA June 22, 2004

ADOPTED BY THE FOLLOWING VOTE:

AYES: COUNCIL MEMBERS: Jimenez, Quirk, Halliday, Ward, Dowling, Henson  
MAYOR: Cooper

NOES: COUNCIL MEMBERS: None



ABSTAIN: COUNCIL MEMBERS: None

ABSENT: COUNCIL MEMBERS: None

ATTEST: Angelina Reyes  
City Clerk of the City of Hayward

APPROVED AS TO FORM:

M. O. Zales  
City Attorney of the City of Hayward

HAYWARD CITY COUNCIL

RESOLUTION NO. 04-102

Introduced by Council Member Quirk

RESOLUTION APPROVING CAPITAL IMPROVEMENT  
PROJECTS FOR FISCAL YEAR

WHEREAS, the City Manager has submitted to the City Council of the City of Hayward estimates of revenues from all sources and estimates of expenditures required for the proper conduct of the activities of the City of Hayward for fiscal year 2004-2005 contained in those documents entitled "City of Hayward 2004-2005 Recommended Budget" and "Five Year Capital Improvement Program 2004/05-2008/09"; and

WHEREAS, a public hearing was held by the City Council of the City of Hayward, at which time all interested persons were afforded an opportunity to be heard on matters pertaining to the Capital Improvement Program budget recommended by the City Manager; and

WHEREAS, by Resolution No.04-101, dated June 22, 2004, the City Council adopted the budget and appropriated funds for operating expenses for 2004-2005.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Hayward as follows:

1. That the Capital Improvement Projects for 2004-05, as embodied in the Capital Improvement Program 2004/05 – 2008/09 document, are hereby adopted as the Capital Improvement Program for the fiscal years 2004-05. Copies of the budget documents and the staff reports presented by the City Manager are on file in the office of the City Clerk and are hereby referred to, incorporated herein, and made a part of this resolution as though set forth in full.
2. That except as may be otherwise provided, any and all expenditures relating to the objectives described in the Capital Improvement Program budget are hereby approved and authorized and payments therefore may be made by the Director of Finance without further action of Council.
3. That for the purposes of determining whether the City Manager is authorized to execute a contract for a commodity or service pursuant to City Charter section 701 subsection 8, the City Manager shall have the authority to expend such funds and enter into and execute any and all contracts and documents necessary to carry out the objectives of the Council's appropriations as set forth in this Capital Improvement Program budget.

4. The following are hereby approved for expenditure:

**I. CAPITAL PROJECTS EXPENDITURE APPROPRIATIONS**

Gas Tax Fund (210)	1,696,000
Measure B Tax Fund [Local Transportation] (211)	1,400,000
Measure B Tax Fund [Pedestrian & Bicycle] (212)	963,000
Capital Improvement Fund (410)	1,075,000
Street System Improvement Fund (413)	3,966,000
Transportation System Improvement Fund (420)	559,000
Street Lighting Fund (422)	70,000
Route 238 Fund (430)	70,000
Sewer Improvement Fund (613)	14,634,000
Sewer Replacement Fund (614)	1,563,000
Wastewater Treatment Plant Replacement Fund (616)	778,000
Water Improvement Fund (622)	8,439,000
Water Replacement Fund (623)	1,719,000
Regional Water Intertie Capital (627)	13,550,000
Airport Capital Fund (632)	7,293,000

**TOTAL: ALL CAPITAL FUNDS** 57,775,000

5. The Director of Finance is hereby authorized to transfer the following amounts from one fund to another as indicated below at such time as he may determine, giving consideration to the intended purposes for which the transfers are made and available balances in each of the funds.

**II. FUND TRANSFERS**

FROM FUND:	TO FUND:	AMOUNT:
Gas Tax (210)	General (100)	1,264,000
Measure B Tax (211)	Street System Imp. (413)	85,000
Route 238 (430)	Street System Imp. (413)	240,000
General (100)	Transportation Imp. (420)	200,000
General (100)	Street Lighting (422)	20,000
Sewer Op. (611)	Sewer Replace (614)	1,000,000
Sewer Op. (611)	WPCF Replace (616)	2,000,000
Water Op. (621)	Water Replace (623)	2,000,000
Airport Op. (631)	Airport Capital (632)	1,200,000

In order to provide for completion of work on projects previously authorized but not completed as of June 30, 2003, in addition to the above appropriations for capital expenditures, appropriation balances remaining as of June 30, 2003, for capital projects

previously authorized but uncompleted, are hereby appropriated for expenditure in fiscal year 2004-05.

6. Any monies received during fiscal year 2004-05 as a consequence of a grant application approved by the City Council are hereby appropriated for the purposes for which the grant has been approved. Such appropriation includes authorization for the City Manager to expend such monies and for the Finance Director to make payments therefore in accordance with the terms and conditions and for the purposes of the grant.
7. The Director of Finance is hereby authorized and directed to distribute the above appropriations to the various accounts of the City in accordance with generally accepted accounting practices and consistent with the purposes and objectives as outlined in the approved budget.
8. The budget for capital projects for fiscal year 2004-2005, as contained in the document entitled "Five Year Capital Improvement Program 2004-05 through 2008-09," is hereby approved.
9. Any contract for professional service included in the annual budget that will cost more than \$25,000 shall be executed by the City Manager only upon approval of the contract by the City Council given at a meeting of the City Council.

IN COUNCIL, HAYWARD, CALIFORNIA June 22, 2004

ADOPTED BY THE FOLLOWING VOTE:

AYES: COUNCIL MEMBERS: Jimenez, Quirk, Halliday, Ward, Dowling, Henson  
MAYOR: Cooper

NOES: COUNCIL MEMBERS: None

ABSTAIN: COUNCIL MEMBERS: None

ABSENT: COUNCIL MEMBERS: None

ATTEST: Angelina Reyes  
City Clerk of the City of Hayward

APPROVED AS TO FORM:

M. O. [Signature]  
City Attorney of the City of Hayward

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HAYWARD CITY COUNCIL

RESOLUTION NO 04-103

Introduced by Council Member Quirk

RESOLUTION ADOPTING A REVISED MASTER FEE  
SCHEDULE RELATING TO FEES AND CHARGES FOR  
DEPARTMENTS IN THE CITY OF HAYWARD AND  
RESCINDING RESOLUTION NO. 03-092 AND ALL  
AMENDMENTS THERETO

WHEREAS, section 15273 of the California Environmental Quality Act Guidelines states that CEQA does not apply to the establishment, modification, structuring, restructuring, or approval of rates, tolls, fares, and other charges by public agencies which the public agency finds are for the purpose of:

1. Meeting operating expenses, including employee wage rates and fringe benefits;
2. Purchasing or leasing supplies, equipment, or materials;
3. Meeting financial reserve needs and requirements;
4. Obtaining funds necessary for capital projects necessary to maintain service within existing service areas; or
5. Obtaining funds necessary to maintain intra-city transfers as are authorized by City Charter; and

WHEREAS, the City Council finds and determines that this action is exempt from CEQA based on the foregoing provisions.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Hayward hereby adopts a revised Master Fee Schedule relating to fees and charges for all departments of the City of Hayward, a copy of which is on file in the office of the City Clerk.

BE IT FURTHER RESOLVED that if any provision of this Master Fee Schedule is deemed to be invalid or beyond the authority of the City of Hayward, either on its face or as applied, the invalidity of such provision shall not affect the other provisions of this Master Fee Schedule, and the applications thereof; and to that end the provisions of this Master Fee Schedule shall be deemed severable.

BE IT FURTHER RESOLVED that Resolution No. 03-092, and all amendments thereto are hereby rescinded.

BE IT FURTHER RESOLVED that this resolution shall become effective as of July 1, 2004.

IN COUNCIL, HAYWARD, CALIFORNIA June 22, 2004

ADOPTED BY THE FOLLOWING VOTE:

AYES: COUNCIL MEMBERS: Jimenez, Quirk, Halliday, Ward, Dowling, Henson  
MAYOR: Cooper

NOES: COUNCIL MEMBERS: None

ABSTAIN: COUNCIL MEMBERS: None

ABSENT: COUNCIL MEMBERS: None

ATTEST: Angelina Reyes  
City Clerk of the City of Hayward

APPROVED AS TO FORM:

M. O. [Signature]  
City Attorney of the City of Hayward

HAYWARD CITY COUNCIL

RESOLUTION NO. 04-104

Introduced by Council Member Quirk

RESOLUTION ESTABLISHING THE APPROPRIATION  
LIMIT FOR FISCAL YEAR 2004-2005

WHEREAS, by Resolutions Nos. 04-101 and 04-102, the City Council approved the budgets and appropriated funds for operating expenses and capital projects for fiscal year 2004-2005.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Hayward that the appropriations limit for fiscal year 2003-2004 is hereby amended as \$167,042,568. In accordance with the requirements of state law regarding the appropriations limit, the annual adjustment factors for 2003-2004 are hereby selected as follows: For change in population, the factor shall be the County of Alameda population growth factor and for the change in the cost of living, the factor shall be the California per capita income factor. When adopted, the vote on this resolution shall constitute the recorded vote of the City Council for purposes of complying with the applicable procedural requirement of state law.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Hayward that the appropriations limit for fiscal year 2004-2005 is hereby established as \$173,764,360. In accordance with the requirements of state law regarding the appropriations limit, the annual adjustment factors for 2004-2005 are hereby selected as follows: For change in population, the factor shall be the County of Alameda population growth factor and for the change in the cost of living, the factor shall be the California per capita income factor. When adopted, the vote on this resolution shall constitute the recorded vote of the City Council for purposes of complying with the applicable procedural requirement of state law.

IN COUNCIL, HAYWARD, CALIFORNIA June 22, 2004

ADOPTED BY THE FOLLOWING VOTE:

AYES: COUNCIL MEMBERS: Jimenez, Quirk, Halliday, Ward, Dowling, Henson  
MAYOR: Cooper

NOES: COUNCIL MEMBERS: None



ABSTAIN: COUNCIL MEMBERS: None

ABSENT: COUNCIL MEMBERS: None

ATTEST: Angelina Reyes  
City Clerk of the City of Hayward

APPROVED AS TO FORM:

M. O. [Signature]  
City Attorney of the City of Hayward

REDEVELOPMENT AGENCY OF THE CITY OF HAYWARD

RESOLUTION NO. RA- 04-07

Introduced by Agency Members Quirk

RESOLUTION APPROVING THE BUDGET OF THE  
REDEVELOPMENT AGENCY OF THE CITY OF  
HAYWARD AND ADOPTING APPROPRIATIONS  
FOR FISCAL YEAR 2004-2005

WHEREAS, the Executive Director has submitted to the Redevelopment Agency of the City of Hayward estimates of revenue from all sources and estimates of expenditures required for the proper conduct of the activities of the Redevelopment Agency of the City of Hayward for fiscal year 2004-2005; and

WHEREAS, a public hearing was held by the Redevelopment Agency of the City of Hayward, at which time all interested persons were afforded an opportunity to be heard on matters pertaining to the recommended budget.

NOW, THEREFORE, BE IT RESOLVED by the Redevelopment Agency of the City of Hayward that:

1. The budget presented by the Executive Director is hereby approved and adopted as the budget of the Redevelopment Agency of the City of Hayward for fiscal year 2004-2005. The budget presented by the Executive Director and approved by this resolution appears on pages 123-134, of the document entitled "City of Hayward 2004-2005 Recommended Budget," with adjustments as outlined in the June 8, 2004 Budget Council Work Session Report," which is hereby referred to, incorporated herein, and made a part of this resolution as though set forth in full.
2. The Executive Director is also authorized to enter into an Amended Repayment Agreement is substantially the same form as the Amended Repayment Agreement on file in the office of the Secretary, together with such additional changes approved by the Executive Director and the General Counsel. Such Amended Repayment Agreement consolidates the provisions of the Repayment Agreement executed on September 23, 1975, as amended through the tenth amendment thereto and also provides for the repayment of additional expenses incurred by the City of Hayward based on the findings therein contained.

3. The following amounts are hereby appropriated for expenditure:

**I. Hayward Redevelopment Agency Fund**

**REVENUES**

Property Taxes	5,600,800
Interest Income	61,000
Other Revenue	<u>150,000</u>
	5,811,800

**TOTAL FUNDS AVAILABLE**

**EXPENDITURES**

Hayward Redevelopment Agency	2,352,424
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**TRANSFERS TO OTHER FUNDS**

General Fund--Cost Allocation	425,000
Liability Insurance	6,181
Debt Service--Tax Allocation Bonds	1,602,795
Downtown Business Improvement	35,000
Debt Service - Worker's Compensation	216,173
Debt Service - Sewer Fund Loan	861,056
Debt Service - Sidewalk Assessment District	184,291
Debt Service - Low & Moderate Housing Fund Payback	<u>109,485</u>
SUBTOTAL	3,439,981

**TOTAL**

EXPENDITURES & TRANSFERS	5,792,405
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**II. Hayward Redevelopment Agency Debt Service Fund**

EXPENDITURES	2,876,815
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**TOTAL**

EXPENDITURES & TRANSFERS	2,876,815
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**III. Low and Moderate Housing Fund**

**REVENUES**

Property Tax 1,400,200

Interest Income 40,000

Other Revenue 50,000

TOTAL FUNDS AVAILABLE 1,490,200

EXPENDITURES

Low & Mod Housing Fund 579,811

TRANSFERS TO OTHER FUNDS

General Fund - Cost Allocation 60,000

TOTAL

EXPENDITURES & TRANSFERS 639,811

4. Any and all expenditures relating to the objectives described in the budget are hereby approved and authorized and payments therefore may be made by the Treasurer.
5. Except as limited in paragraph 6 of this resolution, the Executive Director is authorized without further action from Council to enter into a contract or agreement for any commodity or service included in the annual budget of the Redevelopment Agency.
6. For the purposes of determining whether the Executive Director has the authority to execute a contract for a commodity or service pursuant to section 4 above, the Executive Director shall have the authority to expend such funds and enter into and execute any and all contracts and documents necessary to carry out the objectives of the Agency's appropriations as set forth in this budget.
7. Any contract for professional service included in the annual budget that will cost more than \$25,000 shall be executed by the Executive Director only upon approval of the contract by the Redevelopment Agency Board given at a meeting of the Redevelopment Agency.
8. The 2003-2004 appropriations and budget resolutions are hereby amended to reflect actual expenditures for fiscal year 2003-2004.

HAYWARD, CALIFORNIA June 22, 2004

ADOPTED BY THE FOLLOWING VOTE:

AYES: AGENCY MEMBERS: Jimenez, Quirk, Halliday, Ward, Dowling, Henson  
CHAIR: Cooper

NOES: AGENCY MEMBERS: None

ABSTAIN: AGENCY MEMBERS: None

ABSENT: AGENCY MEMBERS: None

ATTEST: Angelina Reyes  
Secretary of the Redevelopment Agency  
of the City of Hayward

APPROVED AS TO FORM:

M. O. [Signature]  
General Counsel

## **Supplemental Information**

### **Additional Information**

This section is provided to give the reader additional information regarding the City of Hayward.

- 1) Budget Guide
- 2) Budget Basis
- 3) Budget Development Process
- 4) Gann Appropriation Limit
- 5) General Fund Reserves
- 6) Debt Management
- 7) Investment Policy
- 8) Capital Improvement Budget Summary
- 9) City Government
- 10) Local City Comparison
- 11) Community Profile
- 12) Glossary of Terms
- 13) Acronyms

## Supplemental Information

### Budget Guide

The budget is a performance, financing, and spending plan. It contains information and data regarding expected revenues (inputs), and expected expenditures and performance (outputs). During the fiscal year, actual experience (revenues, expenditures, and expected performance) will be periodically measured against the plan.

The budget is prepared and administered in accordance with several sources of policy direction. A balanced budget (expenditures in line with revenues) is prepared, which includes a complete financial plan for all city funds, and meets certain legal deadlines for submittal. The budget is prepared using established guidelines, standards, and requirements and development with the Mayor and Council's priorities and direction in mind. Public input is considered throughout the process, with scheduled public hearings at key Council decision points.

The operating budget document is designed to enhance the reader's knowledge and understanding of the spending plan approved by the City Council. The following is an overview of the sections contained within the budget.

#### DOCUMENT ORGANIZATION

**Budget Message.** The budget message presents an overview of major policy issues and changes to City programs. The primary goal of the Budget Message is to communicate to the reader the major issues facing the City and how those issues impact the City's financial plan. The Budget Message accomplishes this task by outlining the City's fiscal status and summarizing the actions being recommended to the City Council to meet the legal requirements for a balanced budget. It describes program impacts and modifications, and addresses the City's financial outlook.

**Financial Overview.** This section provides a description and summary schedule of all City operating funds, by fund category. All fund categories are described and a summary schedule of revenues, expenditures and fund balances is presented. Fund categories represent two or more funds, except the General Fund, which is a single fund.

**Personnel Summary.** This section provides a summary of all authorized personnel, for all operating funds, by department. A City summary is provided, along with departmental summaries. Each departmental listing contains a departmental organizational chart and a summary of positions, on an all-fund level. Department organizational charts are shown here, rather than in individual sections, to provide an overview of all employees assigned to a department, in all City funds. A summary of all authorized personnel changes for FY 2004-2005 is also included.

**General Fund.** This section contains a summary of all General Fund revenue, expenditure, fund transfers, and authorized personnel information. Major General Fund revenue sources are described here.

**General Fund Departments.** Each department section is comprised of a department narrative, and a financial and personnel summary. Each department narrative contains a listing of major programs, the department's mission statement, a description of core services, past year's accomplishments and current year's objectives. Each departmental financial page summarizes the amount of funding allocated to the department, based on expenditure category. The last department presented is Non-departmental. This section is used to present all citywide expenditures which are not assigned to an individual department.

## Supplemental Information

### Budget Guide

**Redevelopment Agency.** The Hayward Redevelopment Agency (HRA) is a separate legal entity that is governed by the Hayward City Council as the Agency Board. The Low and Moderate Housing Fund is a part of the Redevelopment Agency. This section contains the narrative, financial and personnel summary for the HRA.

**Special Revenue Funds.** Funds that are restricted to specific uses are maintained in special revenue funds. This section contains the narrative, financial and personnel summary for each special revenue fund.

To emphasize the City's housing efforts, a special grouping of Housing and Homeownership funds is included in this section. This consolidation of funds provides a clear illustration of the City's emphasis in the housing arena. The Low and Moderate Housing Fund is a duplication of a summary found in the HRA, but is provided here to focus attention on a key City priority.

**Debt Service Funds.** This section contains a schedule for each debt service fund, indicating date of issue, date of maturity, interest rate, fund amount authorized and issued, and principle and interest requirements for FY 2004-2005.

**Enterprise Funds.** City programs that operate like private businesses are maintained in enterprise funds. This section contains the narrative, financial and personnel summary for each enterprise fund.

**Internal Service Funds.** City programs that provide goods and services, from one City department to another, on a cost recovery basis, are maintained in internal service funds. This section contains the narrative, financial and personnel summary for each internal service fund.

**Resolutions.** This section contains copies of all FY 2004-2005 budget resolutions adopted by Council, to include Operating Budget, Capital Improvement Project Budget, Revised Master Fee Schedule, Gann Appropriation, and Hayward Redevelopment Agency.

**Supplemental Information.** This section provides additional information on the City, to include budget policies, procedures, process, and schedule; debt management information; establishment of reserves; capital improvement program overview; Gann Appropriation Limit; Community Profile; and Glossary of Terms.



## Supplemental Information

### Budget Guide

#### UNDERSTANDING BUDGET REPORTS

Each financial summary report presents three years of expenditures (current year budget, previous year budget, and the actual expenditures for the next previous year). The expenditure categories presented are employee services, maintenance and utilities, supplies and services, capital expense, and interdepartmental charges and credits.

Employee Services consist of direct pay and employee benefits such as retirement and medical insurance. Maintenance and Utilities consist of all costs of repairs and maintenance not performed by City employees, as well as electrical or other utility costs. Supplies and Services represent all other purchased services and supplies. Capital expense represents all non-durable goods purchased in excess of \$1,000. Interdepartmental charges and credits represent employee salary and benefit charges from one department to another.

The best way to understand the budget is to understand the underlying levels of reporting used by the City; including how each level is summarized at the next higher level. All City accounts are organized on a fund basis; each of which is considered a separate entity. Each fund has its own revenues and expenditures. As a result, the overall City budget is a summary of "fund" budgets.

A fund has four levels of reporting available to it: Fund, Department, Division, and Program (listed as "activity"). The broadest level presented is a fund summary, followed by specific levels (Department, Division, or Program.) The following descriptions are provided for each level of reporting, beginning with the smallest level.

- **Program.** The program (activity) level is the building block of the financial reporting system and is the smallest reporting level presented. Program reports are presented when a substantial level of detail is desired. An operation or project can have as many programs as it needs to properly account for use of its resources.
- **Division.** The division report represents the first summary level in the chart of accounts. A division report summarizes one or more programs. Division summaries are used in large departments or funds, where there are many programs.
- **Department.** The department report is the highest summary level of reporting within a fund. Department reports can either summarize one or more divisions or one or more programs. Department summaries are presented where there are one or more departments located within a fund; such as in the General Fund.
- **Fund.** The broadest organizational reporting level is the fund. All government resources are allocated to and accounted for in individual funds, based upon the purpose(s) for which they are to be used. Funds may be used to account for programs or a specific revenue and expenditures, such as the receipt and use of grant fund.

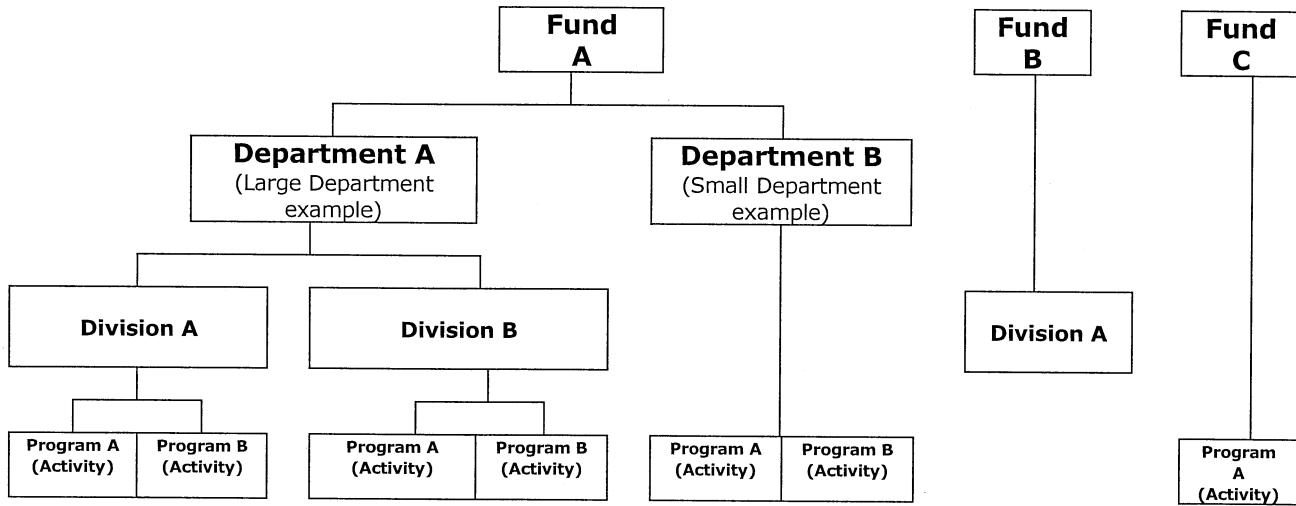
A broad level report (fund and/or department) is presented for all funds. In addition, where further detail is desired (as is the case for larger departments or programs), smaller scope reports are added (division or program). In all cases, the broad level report (fund or department) is a composite (summary) of all smaller scope reports presented.

## Supplemental Information

### Budget Guide

The following examples show budget reporting at different levels of detail.

#### Various Report Groupings



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## **Supplemental Information**

### **Budget Basis**

#### **Budget Basis**

The annual operating budget is adopted on or before the end of June for the upcoming fiscal year. The City of Hayward operates on a fiscal year, which begins July 1 and concludes on June 30. On July 1, expenditure amounts authorized in the budget become appropriated to the various funds and departments and are authorized for expenditure. At the conclusion of the fiscal year, all remaining operating budget appropriations lapse; to the extent they have not been expended or encumbered. During the course of the fiscal year, total City expenditures may not legally exceed the amount appropriated for that year.

The encumbrance system serves as an extension of the City's budgetary process. Purchase orders, contracts, and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriation. Encumbrances outstanding at year-end are treated as reservations of fund balances, and are automatically reappropriated for inclusion in the following year's budget.

Expenditures in the City's governmental fund types are prepared using the "modified accrual" basis. Obligations of the City are accrued or treated as expenditures in the year of the commitment to purchase. Revenues are recorded when they are received, or are "accrued" if they are both measurable and available to finance expenditures of the current period. For the proprietary fund types, the full accrual basis is employed wherein revenues are recognized in the period in which they are actually earned.

The City prepares financial statements annually in compliance with generally accepted accounting principles (GAAP) for governmental entities, using the basis described above. Budgets conform to GAAP with the exception of the treatment of loans made and loan payments collected by the Community Development Block Grant Fund. The financial statements, which are audited by an independent certified public accountant, are generally available approximately six months after the June 30 close of each fiscal year and are contained in the City's Comprehensive Annual Financial Report.

The budget resolution, adopted annually by the City Council, and administered by the City Manager, authorizes appropriations at the fund and department level. The appropriations are distributed to various budget programs and accounts according to the budget document. The Council may amend or supplement the budget by resolution during the fiscal year, and must approve the transfer of appropriations between funds. The City Manager may authorize budget transfers within funds based on the appropriations limit authorized by the City Council without the approval of the Council.

Monthly reports on budget performance are prepared and provided to operating managers, with a summary report forwarded to the City Council. These reports are reviewed by the Finance Department staff who are responsible for recognizing apparent budget problems and recommending corrections. Budgetary control is also maintained through the encumbrance system. Purchase orders are centrally reviewed prior to issuance to determine if funds are available in the applicable appropriation.

## **Supplemental Information**

### **Budget Development Process**

The development, evaluation, and production of the operating budget is a lengthy process that involves many different steps and many staff members. The schedule that follows outlines the major elements in the operating budget development process. The schedule is approximate and covers one complete budget cycle.

#### **January**

Staff reviews the budget for the current fiscal year. At this time, staff determines if any modifications in format or content should be considered for implementation in the next budget document. Finance staff works with the City Manager to design the budget, with the goal of presenting the Council with a document that is easily understood and contains the information necessary for the Council to make reasoned policy decisions.

Finance staff develops budget instructions and guidelines, which are given to City departments to prepare their budget requests. Any changes to the document that will impact the departments are explained and instructions provided.

A meeting is held for all City departmental budget staff at which written guidelines and instructions are provided to explain to departments how to develop and prepare their budget submissions for the upcoming fiscal year. Departments begin work on their budget requests.

#### **Late January, early February**

When revenue and expenditure information for the first half of the current fiscal year is available, the mid-year financial update for the Council is prepared. If adjustments to the current budget are indicated, recommendations are developed.

#### **Mid February**

A work session is scheduled for the mid-year budget review with the City Council, the status of the current year budget is evaluated, and any necessary adjustments are discussed and subsequently acted upon. The Council sets its programmatic priorities and establishes policy direction for the upcoming budget cycle. Additional instructions for budget development based on this information are provided to the departments as necessary.

#### **Late February through early March**

Departments continue preparation of their budget requests, which are submitted to the Finance Department on a staggered basis based on the budgets' size and complexity.

#### **March through Early May**

Finance staff reviews the departments' budget submissions, obtains additional information from departments as necessary, refines revenue and expenditure projections, updates the personnel/payroll files, and compiles the budget requests into a draft budget document for review by the City Manager. The City Manager makes final decisions about what specific budget proposals will be recommended to the City Council.

#### **Mid May**

The City Manager's recommended budget is presented to the Council. Copies are made available to the public, the press, and staff members.

## **Supplemental Information**

### **Budget Development Process**

#### **Late May/Early June**

A series of Council work sessions are held at which the recommended budget is reviewed in detail and departments provide additional information, as requested.

#### **Mid June**

A public hearing is conducted for the purpose of receiving public input on the recommended operating and capital budgets, the Redevelopment Agency budget, the Master Fee Schedule, and the Gann Appropriation Limit. The Council provides direction to staff regarding any desired revisions to the recommended budget.

#### **Late June**

The Council adopts resolutions implementing the operating and capital budgets, the Redevelopment Agency budget, the Master Fee Schedule, and the Gann Appropriation Limit. The resolutions reflect changes to the recommended budget as directed by the Council based on its budget deliberations.

#### **July 1**

The new fiscal year begins; the new budget becomes effective.

#### **July**

Finance staff incorporates the Council's final budget actions into the budget. The financial, personnel, and narrative portions of the document are updated as necessary to reflect the newly adopted budget.

#### **August**

The adopted budget, which reflects modifications made by the Council from the recommended budget is printed and distributed.

## **Supplemental Information**

### **Gann Appropriation Limit**

State Proposition 4, commonly known as the Gann Initiative, was approved by California voters in November 1979. Proposition 4 created Article XIII B of the State Constitution, which places limits on the amount of revenue that can be spent by government agencies. This is referred to as the Gann Appropriation Limit, or Gann Limit.

A subsequent related State initiative, Proposition 111, was approved by the voters in June 1990 and provided new adjustment formulas to make the Gann Limit more responsive to local growth issues and to address concerns regarding the accountability of local governments in adopting their limits. Prior to each fiscal year, city councils must adopt by resolution the Gann Appropriation Limit for the city for the upcoming year. In addition, cities are required to conduct a review of their limits during annual financial audits.

The appropriations limitation imposed by Propositions 4 and 111 creates a restriction on the amount of revenue that can be appropriated in any fiscal year. The limit is based on actual appropriations during the 1978-79 fiscal year and is increased each year using population and inflation growth factors. Only revenues that are classified as "proceeds of taxes" are subject to the limit. The use of "non-tax proceeds" (user fees, rental income, franchise fees, Gas Tax revenue) is not restricted.

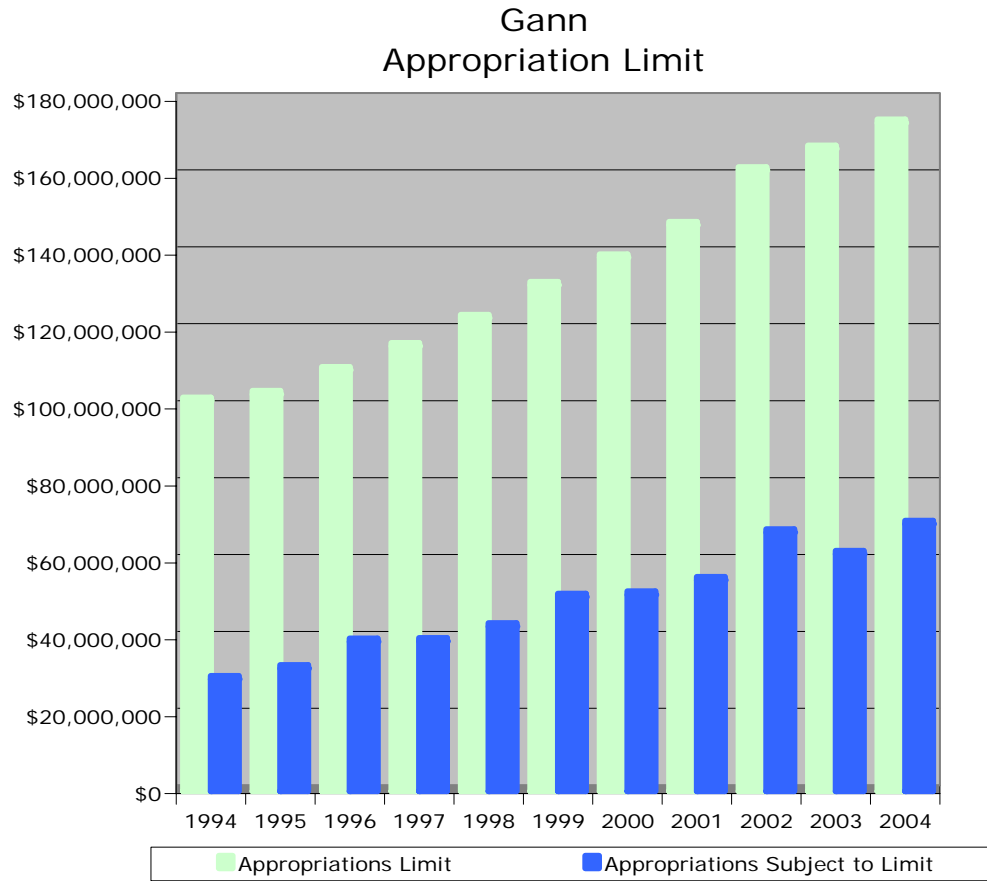
During any fiscal year, a city may not appropriate any proceeds of taxes it receives in excess of its established limit. Excess funds received in any year may be carried into the subsequent year for use if the city is below its limit for that year. Any excess funds remaining after the second year would be required to be returned to local taxpayers by reducing tax rates or fees. As an alternative, a majority of the voters may approve an "override" to increase the city's appropriation limit.

The Gann Limit's appropriation restriction had little impact in the early 1980's as a result of the high rate of inflation during that period. Because the appropriation limit for most cities increased faster than actual revenue grew, cities were generally below their limits. This trend changed during the mid 1980s, as exemplified by the State of California's \$1.1 billion refund to taxpayers in 1987 when it collected revenues in excess of its limit. The Limit also served as the major barrier to increasing taxes on gasoline in the late 1980s. In recent years, the trend has reversed again for most cities. As the rate of revenue growth slows and the growth factors, especially population, increase at a steady rate, cities are experiencing comfortable gaps between their appropriation limits and their actual appropriations.

The City of Hayward's 2004-2005 Gann Appropriation Limit, as adopted by the City Council, is \$173,764,360. The Council resolution establishing the City's Appropriation Limit for 2004-2005 is provided in the "Resolutions" section of the budget. Hayward's appropriation limit far exceeds our actual appropriations, which is represented on the following chart.

## Supplemental Information

### Gann Appropriation Limit





## **Supplemental Information**

### **General Fund Reserves**

The Hayward City Council has established a policy regarding the maintenance of financial reserves in the General Fund, as memorialized in Council Resolution No. 89-180, adopted on June 13, 1989.

#### **BASIS FOR RESERVE POLICY**

The reserve policy resolution enumerates the Council's concerns based on the City becoming increasingly dependent on revenues from sales taxes, user fees, and service charges to support general government services. Because these revenue sources are more sensitive to economic cycles than previously relied upon revenue sources, they generally grow during favorable economic periods and decline during economic downturns. However, the need for general governmental services does not always match economic cycles; indeed, demand for services may increase during periods of economic decline. The Council thus determined that prudent fiscal management requires that adequate levels of financial reserves be maintained during periods of financial growth to allow for continuation of services during periods of economic decline and to prevent disruption of essential services to the public.

In addition, there is typically a variation between the relatively predictable pattern of City expenditures and the uneven pattern of revenue collections. Prior to 1986, this variation was addressed by utilizing short-term borrowing through issuance of Tax and Revenue Anticipation Notes. However, the federal Tax Reform Act of 1986 limited the use of these traditional means of short-term cash management practices to cover the annual fluctuations in cash receipts and disbursements. This increased the need for adequate reserves to meet the City's normal cash flow requirements.

#### **STATEMENT OF RESERVE POLICY**

In response to these concerns, the Council adopted the following statement of policy:

"It is the policy of the City of Hayward to establish and maintain adequate financial reserves in order to avoid the negative effects of economic cycles upon essential services to the public and to assure that annual fluctuations in revenue receipts do not impede the City's ability to meet its expenditure obligations. The City shall maintain a General Fund Reserve for Economic Uncertainty and a General Fund Liquidity reserve for these purposes."

"During periods of economic sufficiency, these reserves shall be used as a source of supplemental revenue through prudent investments and earnings under policies of the City Council and for meeting short-term cash flow deficiencies. During periods of economic downturns, when revenues fail to meet the normal operating requirements of essential public services, or when need for disbursements temporarily exceeds receipts, these reserves may, upon the recommendation of the City Manager and the authorization of the City Council, be used in accordance with the standards set forth herein."

#### **DESIGNATED RESERVE AMOUNTS AND SPENDING PRIORITIES**

The reserve resolution states that, to the extent it is practical and feasible, the City shall maintain the Reserve for Economic Uncertainty in the amount of \$5 million or 10% of the operating budget, whichever is greater. The budget presented by the City Manager is required to include a recommendation for the amount to be appropriated to this Reserve.

In times of economic downturn, if revenues are insufficient to meet the normal operating requirements of essential services, funds contained in the Reserve for Economic Uncertainty may be used if authorized by the City Council, based on the following priorities:

## Supplemental Information

### General Fund Reserves

- 1) staffing levels in essential services shall be maintained, in order to avoid or reduce the necessity for lay-offs;
- 2) a hiring freeze shall be implemented for designated positions as appropriate to maintain essential services to the public;
- 3) user fees and services charges shall be utilized as fully as possible for those services for which they are appropriate;
- 4) the level of the Reserve shall be restored in a timely manner as economic recovery occurs, consistent with the maintenance of essential services;
- 5) essential services and appropriate levels of such services shall be determined from time to time by the City Council upon the recommendation of the City Manager.

The General Fund Liquidity Reserve is to be maintained, when practical and feasible, at the level of \$2.5 million or 5% of the operating budget, whichever is greater, in order to provide for cash liquidity during periods of seasonal imbalance between receipts and disbursements. The budget presented by the City Manager is required to include a recommendation for the amount to be appropriated to this Reserve. Expenditures from the Liquidity Reserve may, upon the authorization of the City Council, be used in accordance with the priorities established for the Reserve for Economic Uncertainty.

#### RESERVE APPROPRIATIONS

The 2004-2005 budget for the City of Hayward includes designated reserves of \$7.0 million for Economic Uncertainty and \$3.5 million for General Fund Liquidity.

	(As of 6/1/2004) <b>ESTIMATED</b> <b>2003-04</b>	(As of 6/1/2005) <b>ADOPTED</b> <b>2004-05</b>
<b>RESERVED FOR:</b>		
Encumbrances	1,147,000	1,147,000
Inventory	119,828	119,828
Advances	1,336,000	1,336,000
<i>Subtotal</i>	<u>2,602,828</u>	<u>2,602,828</u>
<b>DESIGNATED FOR:</b>		
Economic Uncertainty	7,000,000	7,000,000
Liquidity	3,500,000	3,500,000
Public Safety Radio System	2,250,000	2,250,000
Hotel/Convention Center	1,250,000	1,250,000
Undesignated	4,905,209	1,833,524
<i>Subtotal</i>	<u>18,905,209</u>	<u>15,833,524</u>
<i>Total Fund Balance</i>	21,508,037	18,436,352

## Supplemental Information

### Debt Management

The City of Hayward has been prudent in its use of debt to finance projects and major purchases. The Council has not set a policy establishing a debt ratio for the City; however, prior to the issuance of any debt, the funding source for the debt service is identified and designated. The level of debt to which the City obligates itself is managed within available resources and represents a minimal cost to general taxpayers. To the extent possible, the City plans the issuance of new debt to occur when resources are made available by the retirement of an existing obligation. By managing the timing of new debt, current City operations are not affected.

The City has allocated funds for long-term obligations for certificates of participation, special assessments levied on property owners in assessment districts, and tax allocation bonds.

- **Certificates of Participation (COP).** The City enters into a lease agreement with another party to lease an asset over a specific period of time at a predetermined annual payment. Lease payments are made primarily from general fund revenues. Current law requires the lessee to make lease payments only if the facility has beneficial use. The City Council has to appropriate annual debt service payments. For the security of the bondholders, a reserve fund is usually established and held by a trustee until all bonds are paid. Interest during project construction must be capitalized.
- **Special Assessment Bonds (SAB).** Bonds are issued to develop facilities and basic infrastructure for the benefit of properties within the assessment district. Assessments are levied on properties benefited by the project. The issuer's recourse for non-payment is foreclosure.
- **Tax Allocation Bonds (TAB).** Bonds are secured by property tax increment (property taxes generated on assessed value in excess of the frozen property tax base) in a redevelopment project area. These bonds are issued to promote economic development.

Complete schedules showing the individual debt obligations, date of debt issuance and maturity, the amount issued, interest rates, outstanding obligations, and 2003-04 debt requirements for debt incurred in the general governmental funds are contained in the "Debt Service Funds" section of the budget.

#### Legal Debt Limit

The City is bound by a provision in state law limiting indebtedness for California cities to 15% of the assessed value of all real and personal property of the city. Based on a FY 2004-2005 net assessed value of \$11.682 billion, Hayward's legal debt limit for 2004-05 is \$1.7523 billion. This statutory limitation applies to bonded indebtedness of the City payable from the proceeds of taxes levied on property. The City of Hayward currently has no outstanding general obligation bonded debt.

#### Proprietary / Enterprise Fund Debt

Proprietary or enterprise fund debt is accounted for in each individual fund. Financial information is contained in the revenue and expense fund summaries in each fund section. The City's Comprehensive Annual Financial Report has extensive and detailed information regarding enterprise fund debt and refunding and so this information is not duplicated here.

## **Supplemental Information**

### **Investment Policy**

The City's investment related activities include good cash management, which involve accurate cash projection, the expeditious collection of revenue, the control of disbursements, cost-effective banking relations, and a short-term borrowing program which coordinates working capital requirements and investment opportunity. In concert with these requirements are the many facets of an appropriate and secure short-term investment program.

#### **Investment Policy**

The City Of Hayward incorporates a prudent and systematic investment process. Investment related activities are formalized in the form of written policies and procedures. The primary objective of the investment policy is safety, liquidity and yield. City policy requires diversification of the investment portfolio, in order to reduce the risk of loss resulting from over concentration of assets in a specific maturity, a specific issuer, or a specific class of securities.

An investment advisory committee is appointed by the City Manager for the purpose of overseeing the implementation of the City's investment program and assuring it is consistent with the investment policy as approved by the Council. The investment advisory committee meets quarterly to determine general strategies and to monitor results. The City's investment policy is formally reviewed and approved by the Investment Advisory Committee annually. The policy is then reviewed and approved by the City Council at a public meeting.

#### **Oversight**

A system of internal controls has been implemented by the Director of Finance to prevent losses of public funds arising from fraud, employee error, and misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the City.

Controls deemed most important include: control of collusion, separation of duties, separating transaction authority from accounting and recordkeeping, custodial safekeeping, clear delegation of authority, specific limitations regarding securities losses and remedial action, written confirmation of telephone transactions, minimizing the number of authorized investment officials, documentation of transactions and strategies, and ethical standards.

#### **Reporting**

Monthly and annual investment reports are distributed to the City Manager, City Council, and Investment Advisory Committee. The reports provide information regarding all investment activity that transpired over the period of the report, and include current economic conditions which affect the portfolio.

## **Supplemental Information**

### **Capital Improvement Budget Summary**

#### **CIP Overview and Process**

The Capital Improvement Program (CIP) is a planning document for the upcoming five-year period, and is a separate and distinct document from the City's operating budget. The CIP contains revenue and expenditure estimates for public infrastructure projects (street construction and improvements, sewer and water systems upgrades), seismic retrofitting of public facilities, airport projects, replacement of major equipment, and other miscellaneous projects. The CIP does not actually fund projects; a capital budget is adopted annually by the City Council to authorize spending on the projects represented in the CIP.

The City of Hayward's capital program is supported through a variety of funding sources. A large portion of the projects in the CIP are in restricted-use funds such as the Gas Tax, Measure B, and enterprise (e.g., Sewer, Water, Airport) funds. In years in which the General Fund is able to support capital projects, it provides a source of revenue for general capital needs. In addition, City staff has been successful in recent years in obtaining capital projects financing from outside funding sources such as state and federal grant programs.

During the comprehensive, first-year CIP process, revenue estimates are projected by staff and capital project requests are submitted by City departments for evaluation by an internal capital infrastructure review committee. The recommended Five-Year Capital Improvement Program is compiled and presented to the Planning Commission for conformance with the General Plan, to the City Council's CIP Committee, and then to the full Council at a work session. A public hearing at which the public is invited to comment on the proposals in the CIP is conducted at the same time as the operating budget public hearing. The capital spending plan for the upcoming year is adopted by the Council by resolution along with the operating budget. Capital projects are budgeted on a life-to-date basis, and modifications are made to the CIP when additional funds become available or expenditure projections are refined.

#### **CIP Budget**

The City of Hayward's 2004-2005 capital budget totals \$58.6 million, with approximately \$158 million programmed for the five-year period 2004-2005/2008-2009. Based on the current plan, project expenditures fall significantly after 2004-2005 as the result of the anticipated completion of several major projects. As the CIP undergoes its updates, however, it is likely that new projects will be identified and budgeted. The CIP also includes a list of additional identified capital needs, which for the current period total almost \$89.7 million.

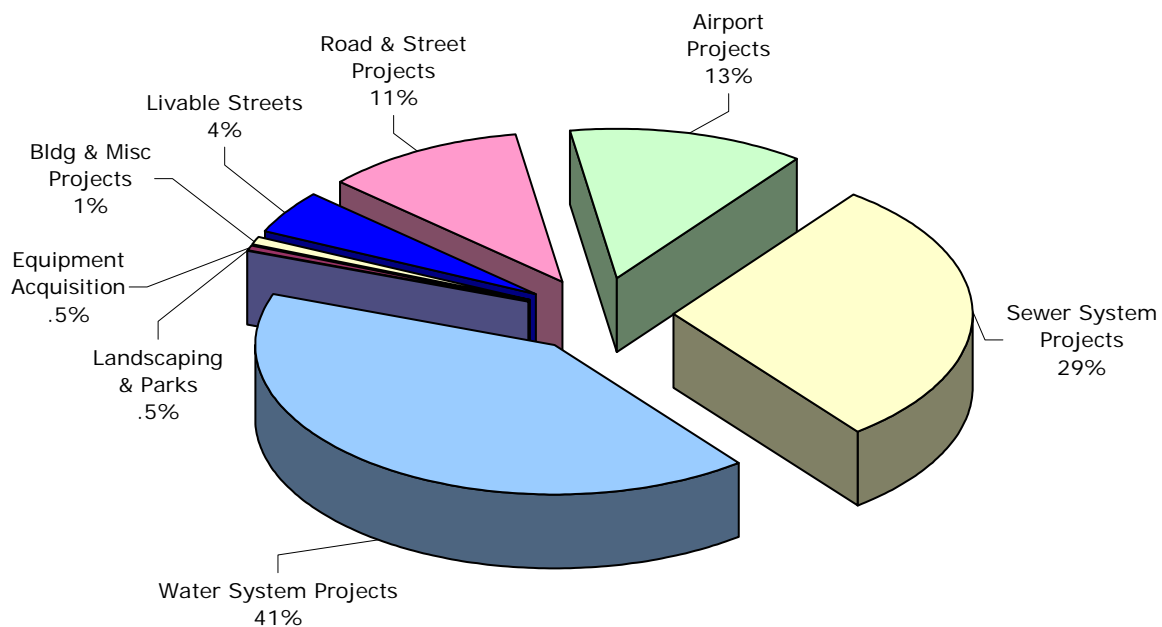
## Supplemental Information

### Capital Improvement Budget Summary

#### Five Year Capital Improvement Program

Category Description	Project Total	2004-2005	2005-2006	2006-2007	2007-2008	2008-2009
Livable Streets	10,045	2,844	1,673	1,737	2,046	1,745
Road & Street Projects	24,692	6,224	5,833	4,428	4,519	3,688
Building Projects	1,450	431	616	205	99	99
Landscaping and Park Projects	107	29	29	10	29	10
Equipment Acquisition	410	281	31	32	33	33
Sewer System Projects	62,272	16,965	18,571	14,756	10,405	1,575
Water System Projects	46,515	23,708	7,771	2,898	10,433	1,705
Airport Projects	11,395	7,293	2,035	605	845	617
<b>TOTAL</b>	<b>156,886</b>	<b>57,775</b>	<b>36,559</b>	<b>24,671</b>	<b>28,409</b>	<b>9,472</b>

#### 2004-2005 Capital Improvement Project Expenditures



## Supplemental Information

### Capital Improvement Budget Summary

Major project expenditures in the 2004-2005 capital budget, not previously identified, include the following:

<b>2004-2005 New Capital Improvement Projects</b>			
<b>Fund</b>	<b>Activity</b>	<b>Project Description</b>	<b>Approp. (in 1000's)</b>
210	5131	Pavement Rehab - Gas Tax 04/05	1,400
210	5132	Wheelchair Ramps 2004/05	120
211	5173	Pavement Rehab - MB 05/06	200
212	5174	Huntwd Bike Imp Olympic-Folsom	110
410	6993	Fire Station 1 Exhaust Upgrade	43
413	5184	Foothill Blvd/B St. Left Turn	300
613	7519	A & Yolo Easement Sewer Imp	672
613	7520	Sludge Handling Master Plan	50
613	7521	Ion Chromatograph	65
614	7534	Annual Line Repl. 04/05	250
614	7535	Highland Easement Access Road	120
614	7536	Sewer Spot Repairs Various	400
614	7537	SCADA Record & Prog. Update	60
614	7538	SCADA PLC/Radio Repl.	90
622	7141	Eval of 20" Winton Aqueduct	50
622	7142	Water Compliance Software	30
622	7143	Pump Upgrade @ 500, 750, 1000	400
623	7036	Annual Line Repl. 04/05	300
623	7037	Aqueducts Drawings Update	150
623	7038	SCADA PLC/Radio Repl.	90
623	7039	SCADA Record & Prog. Update	60
632	6845	Video Surveillance System	175
632	6846	Striping/Marking 04/05	100
632	6847	Sulphur Creek Preservation	85
632	6848	10L/28R Displaced Threshold	33
632	6849	Relocate ASOS Equipment	75

## Supplemental Information

### Capital Improvement Budget Summary

#### Major Continuing Capital Projects

*Expenditure amounts do not include reimbursements, transfers between funds, or vehicle replacements and operating/maintenance expense.*

		(in 1000's)
Project	Description	2004-2005
7090	Regional Water Intertie Facilities	13,550
7518	WPCF Improvements Phase I	13,222
7144	Hesperian Booster Pump Station	5,980
6829	Skywest T-Hangar Construction	2,000
5131	Pavement Rehabilitation Gas Tax 2004/05	1,400
6833	Runway 10R/28L Overlay	1,321
5185	West A Street Realignment-Hesperian to Golf Course Rd	1,283
5172	Pavement Rehabilitation Measure B 2004/05	1,200
6828	Skywest T-Hangar Paving	856
5179	Sidewalk Rehabilitation 2003/04 (Districts 1 & 8)	800
5193	Pavement Reconstruction 2003/04	740
7519	"A" Street and Yolo Street Easement Sewer Imp	672
6818	Widen Departure Entrance to Runway 28L	654
7517	Construction Management Services, Phase I	600
7138	Install Water Line Looping near South Hayward BART	545
7139	Install Water Line at Golf Course Access Road	534
6839	Construct Transient Helipad - North Side	532
6841	Runway 10L/28R Paving	503
7153	Hesperian Fluoride System Rehabilitation	490
7536	Sewer Spot Repairs at Various Easement Areas	400
7143	Pump & System Upgrade at 500, 750, and 1000 Pump Stations	400
5199	Industrial Parkway S.W. Widening	301
5169	Baumberg Avenue New Sidewalk-Industrial to Arf	300
5184	Foothill Boulevard/B Street Left Turn	300
7529	Miscellaneous Plant Replacements	300
7036	Annual Line Replacements - 2004/05	300
7162	Water Facility Security Enhancements	297
5170	Markham School/Hayward High Pedestrian Improvements	283
7598	Sewer Lining & Spot Repairs - Highland Area	273
7534	Annual Line Replacements 2004/05	250

#### Operating Budget Impacts

In developing the CIP, the impact of new projects on the operating budget is considered, although formal analysis of potential direct and indirect costs is not performed. However, the informal method of addressing the need for this information is in the form of general notations, which are included on the project description pages of those projects known to have impacts on the operating budget. The description pages are included in the CIP budget document.

Many of the capital projects listed above will likely have minimal operations and maintenance impacts on the operating budget, as far as increased costs are concerned. Almost every one of the projects listed are improvements and/or repair and replacement to existing infrastructure, ultimately resulting in a savings rather than an expense. Pavement reconstruction projects are those which result in long-term and short-term savings by reducing the amount of maintenance required. As well, major street rehabilitation and overlay projects have an impact on short-term maintenance needs, immediately freeing up maintenance crews to work on other streets that have been on a backlog list. The CIP



## **Supplemental Information**

### **Capital Improvement Budget Summary**

includes significant funding for sidewalk rehabilitation projects, which will dramatically reduce the number of calls about poor sidewalk conditions and reduce the City's liability for damage or injury. Sewer line and water main replacement or retrofit projects mitigate potential breakage and leakage problems and the ensuing costs associated with downtime, maintenance overtime and possible claim payments. Finally, airport facility projects enhance revenue-production potential in the area of tenant leasing and, at the same time, reduce maintenance costs.

## Supplemental Information

### City Government

#### City Management

The City operates under the Council-Manager form of government. The Mayor is directly elected to a four-year term of office and serves as a voting member and the presiding officer of the City Council. The City Council is comprised of six other members, each of who are elected at-large to four year overlapping terms. The Mayor and City Council serve as the legislative and policy making body of the City government, and appoint a City Manager, City Clerk, and City Attorney.

The City Manager is the City's chief executive officer and appoints all other City staff including department heads. The City Manager is responsible for the daily administration of the City government and provides direction and leadership to the departments in implementing the policies of the City Council.

#### City Services

Hayward is a full service city that provides a wide range of municipal services including law enforcement, fire prevention and protection, housing and economic development, land use and development services and regulations, community planning, a library system, street construction and maintenance, landscape maintenance services, transportation planning, contracted curbside recycling and refuse collection, and general administrative services provided by the City Manager, City Clerk, City Attorney, Human Resources, and Finance departments.

In addition, the City operates and maintains facilities for water distribution, and stormwater and sanitary sewer collection and disposal. The City also operates a general aviation airport, downtown parking facilities, and an event facility with an exhibition hall and meeting rooms. Through its Redevelopment Agency, the City provides development services and improvements in the downtown area.

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#### City Employee Organization/ Bargaining Unit

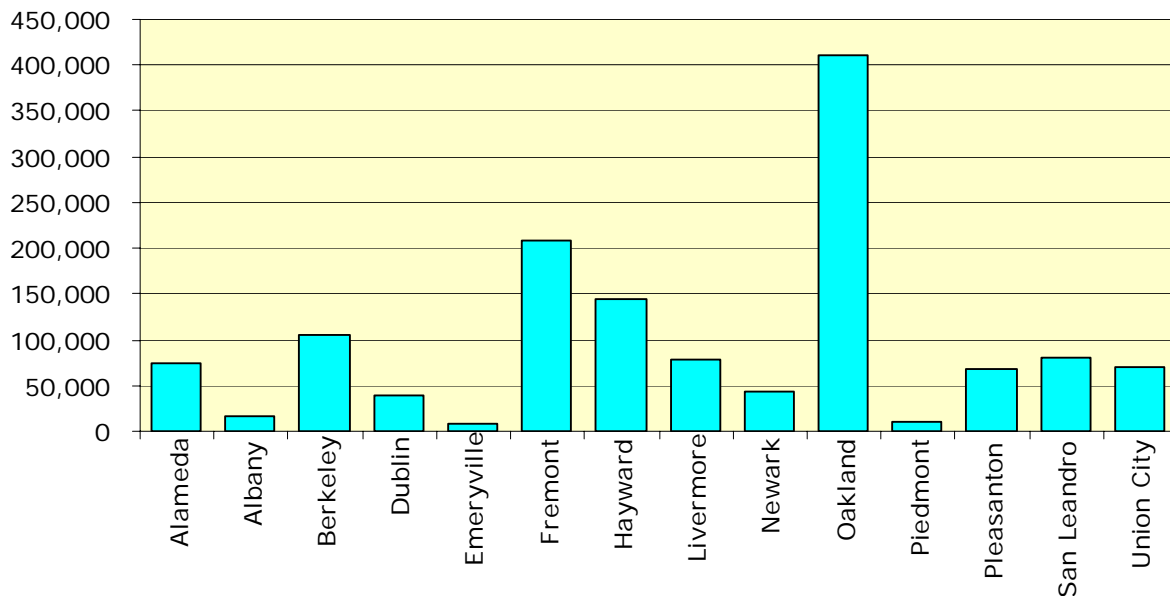
Unit	Number of Employees	Expiration of Contract
Sieu - Local 790 Clerical and Confidential Unit	215	4/30/2007
Sieu - Local 790 Maintenance Unit	132	4/30/2007
International Federation of Professional and Technical Engineers, Local 21	117	9/30/2007
Hayward Association of Management Employees (H.A.M.E)	72	6/30/2007
International Association of Firefighters - Local 1909	108	12/31/2007
Hayward Fire Management Association	6	6/30/2007
Hayward Police Officer Association (H.P.O.A)	183	6/30/2008
Hayward Police Management Association	2	6/30/2007

## Supplemental Information

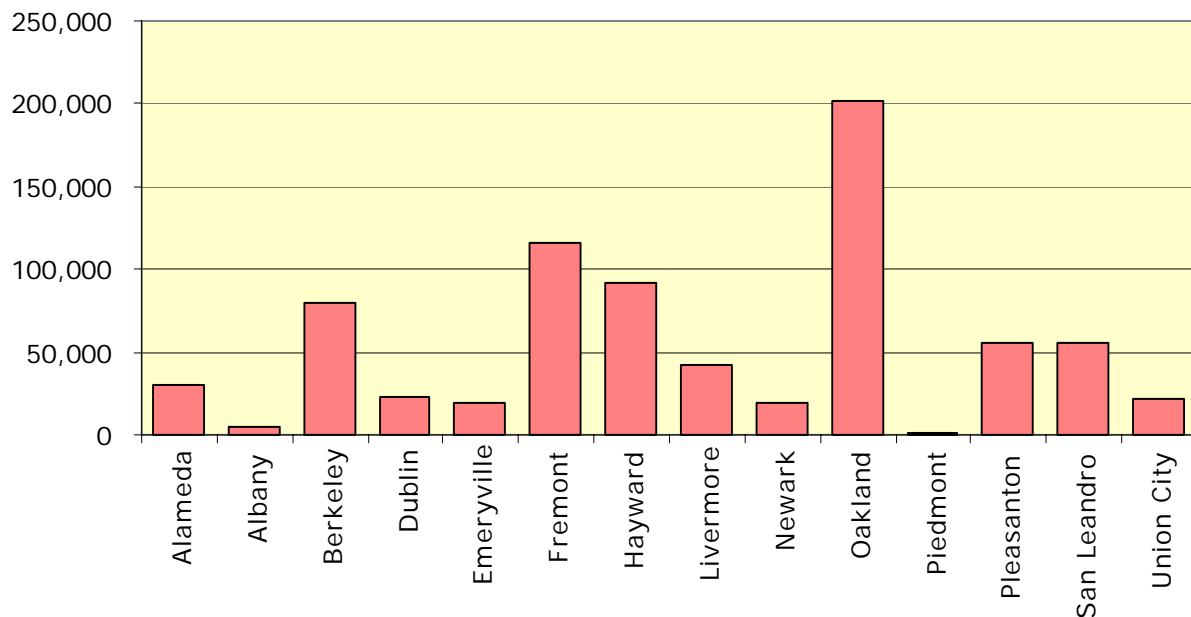
### Local City Comparison

The following charts compare data from other local cities.

#### Residential Population



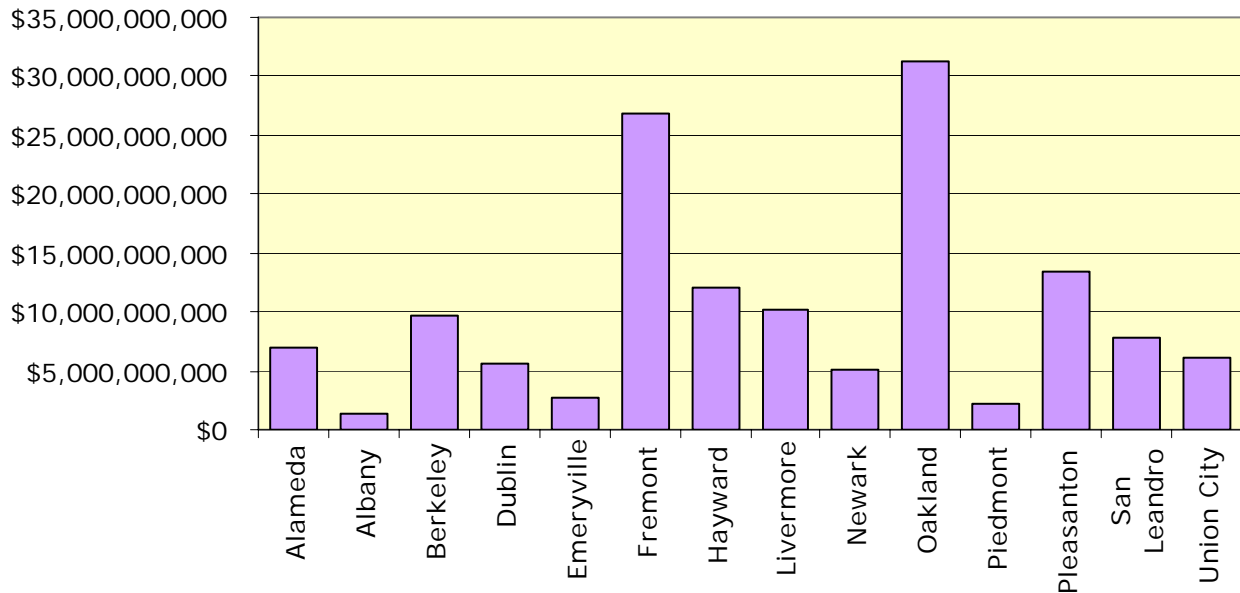
#### Jobs



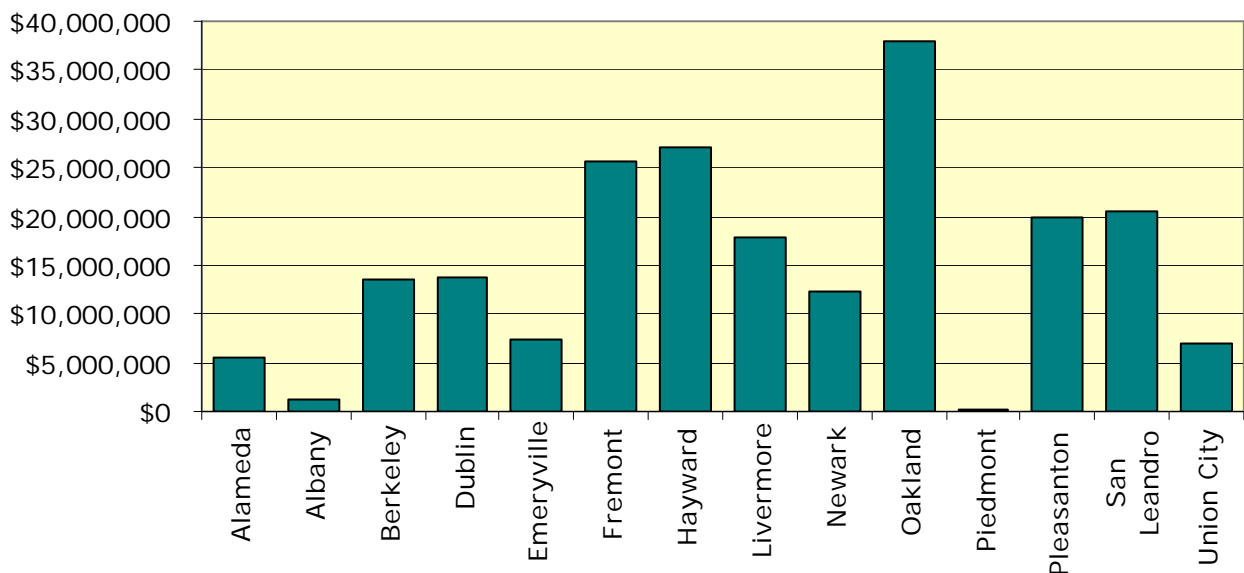
## Supplemental Information

### Local City Comparison

Gross Assessed Valuations



Sales Tax



**Source:**

Residential population: California Department of Finance (Demographic Research Unit), as of 1/2004.

Jobs: Projections 2003; ABAG, Forecast 2005

Gross Assessed Valuations: Alameda Co Assessors Office, FY 2003-2004

Sales Tax: Hinderliter, de Llamas & Associates, FY 2003-2004

## Supplemental Information

### Community Profile

#### History

Hayward was founded in 1852 by William Hayward, who purchased 40 acres of land encompassing what is now Downtown Hayward. The early Hayward community, with its location at the crossroads of commerce, its temperate climate, and its fertile soil, consisted of a stage coach stop, post office, general trading store, a dairy farm, and one of the area's finest hotel resorts. Hayward experienced tremendous growth during the post-war years and since the 1960's has grown at a steady and managed pace. Hayward was incorporated in 1876, with the City Charter being adopted in 1956.

#### Location



Hayward is located in Alameda County, on the eastern shore of the San Francisco Bay, 25 miles southeast of San Francisco, 14 miles south of Oakland, 26 miles north of San Jose, and 10 miles west of the Livermore Valley. The City encompasses 61 square miles ranging from the shore of the Bay eastward to the southern Oakland-Berkeley hills. The City of Hayward is known as the "Heart of the Bay," not only for its central location but also for its accepting and caring environment.

#### About the Area

The community is comprised of residences of all types and at a range of costs, major retail and commercial establishments, a California State University campus, a community college, two major hospitals, and state and county offices.

Largely due to its central Bay Area location and its direct access to interstate highways, rail lines, a trans-bay bridge, and public transit routes, Hayward serves as a major transportation hub and a center of commercial and industrial activity.

Hayward is home to a California State University campus (Cal State Hayward) and Chabot Community College. The Hayward Unified School District operates 25 elementary schools, five middle schools, and three high schools, an Alternative High School, English Language Center, Adult Education Center and a Child Care Center for pre-school children. Local technical and business colleges provide training programs designed to equip students with practical job skills. The vast educational and research resources of University of California campuses in Berkeley and San Francisco, and Stanford University, are located nearby.

From hills to shore, the Hayward terrain is as diverse as its community members. Green in the winter and spring, golden brown in the summer and fall, the ridgelines afford a view of the bay and the surrounding areas. On Hayward's western border, a large protected portion of wetlands is a refuge for wildlife.

Scattered between the hills and shores are many neighborhood parks and greenbelts along the public utility right-of-way. Parks include the Japanese Gardens near downtown Hayward, and the Garin and Dry Creek Regional Parks, encompassing over 3,000 acres and 20 miles of hiking

## Supplemental Information

### Community Profile

district offers a full range of classes in recreation and art, and it manages community facilities such as the prize winning Japanese Tea Garden, Sulphur Creek Nature Center, and the Shoreline Interpretive Center.

Hayward visitors enjoy cultural finds such as the Hayward Arts Council's Green Shutter Gallery and the Sun Gallery (a museum and art education center); a Historical Museum; theatrical presentations and entertainment at Chabot College's Performing Arts Center, Cal State Hayward's University Theatre, or the City's conference and meeting facility, which hosts such diverse functions as community crab feeds and computer trade shows.

Hayward has two golf courses: an 18-hole professionally rated course, Skywest, located near the local airport, and Mission Hills, an executive course adjacent to a new development along Mission Boulevard, one of the main thoroughfares bisecting the City.

Hayward enjoys a mild California climate, with an average temperature ranges between 67-47 degrees.

Weather Information												
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
<b>Normal High (F)</b>	57	61	63	66	69	72	75	75	76	73	64	58
<b>Normal Low (F)</b>	40	43	43	45	47	51	53	54	54	51	45	41
<b>Record High (F)</b>	73	80	83	97	99	104	103	100	104	103	90	76
<b>Record Low (F)</b>	26	26	29	30	35	41	44	43	41	32	30	18
<b>Mean (F)</b>	49	52	53	55	58	62	64	65	65	62	55	49
<b>Normal Precip (in)</b>	4.8	3.7	3.9	1.9	0.4	0.2	0.1	0.1	0.4	1.9	3.9	3.9

Source: <http://www.weather.com/weather/monthly/94541>

Population						
Year	City of Hayward	% Chg from prev yr	Alameda County	% Chg from prev yr	State of California	% Chg from prev yr
<b>1994</b>	122,260	0.76%	1,332,779	0.87%	31,952,000	1.27%
<b>1995</b>	121,641	-0.51%	1,331,027	-0.13%	31,910,000	-0.13%
<b>1996</b>	122,232	0.49%	1,342,598	0.87%	32,223,000	0.98%
<b>1997</b>	124,469	1.83%	1,371,793	2.17%	32,609,000	1.20%
<b>1998</b>	126,933	1.98%	1,409,162	2.72%	33,252,000	1.97%
<b>1999</b>	128,183	0.98%	1,434,162	1.77%	33,773,000	1.57%
<b>2000</b>	141,621	10.48%	1,450,637	1.15%	34,336,000	1.67%
<b>2001</b>	142,189	0.40%	1,459,166	0.59%	34,385,000	0.14%
<b>2002</b>	143,975	1.26%	1,480,246	1.44%	35,037,000	1.90%
<b>2003</b>	143,854	-0.08%	1,483,809	0.24%	35,612,000	1.64%
<b>2004</b>	144,633	0.54%	1,494,493	0.72%	36,144,000	1.49%

Source: California Department of Finance.

## Supplemental Information

### Community Profile

#### Demographics – 2000 Census

##### Hispanic or Latino and Race

Hispanic or Latino (of any race)	47,850	34.2%
White	40,896	29.2%
Asian	26,189	18.7%
Black or African American	14,846	10.6%
Two or more races	6,476	4.6%
Native Hawaiian and Other Pacific Islander	2,511	1.8%
Some other race	692	0.5%
American Indian and Alaska Native	570	0.4%

##### Sex

Male	69,490	49.6%
Female	70,540	50.4%

##### Age

Under 20 years old	41,505	30%
20-64 years old	84,298	60%
Over 65 years old	14,227	10%
Median age (years)	31.9	(X)

Source: U.S. Census Bureau

#### Local Economy

Hayward is located at the crossroads of transportation, with four freeways serving Hayward, along with the transbay Hayward-San Mateo Bridge, two BART (rapid transit) stations, several Alameda County (AC) Transit bus routes, with three international airports (Oakland, San Francisco, San Jose) located close by. In addition, Hayward has its own general aviation airport.

Hayward benefits from having a broad economic base from which sales tax is generated. Sales Tax represents 34 percent of City's General Fund revenues and is heavily relied upon to fund critical government services such as police and fire protection, public works services, community planning, social services, and the library system. Major City revenue sources are described in the General Fund section of this document.

After an economic decline over the past few years, the economy appears to be recovering. A large, unknown factor at this point is the State budget, which is currently projecting a hefty deficit. In the early 1990's, when faced with a similar budget crisis, the State reduced funds going to local government. It is unknown at this time what further actions the state will take to help balance their FY 2004-2005 budget.

The current unemployment rate for Hayward is 6.3 percent (July 2004), which is slightly higher than the overall state unemployment rate on 6.1 (July 2004). The unemployment rate peaked in the early 1990's (exceeding nine percent), but is currently experiencing a downward movement as the economy strengthens.

## Supplemental Information

### Community Profile

<b>Labor Force, Employment and Unemployment (Annual Average - Not Seasonally Adjusted)</b>				
		<b>Labor Force</b>	<b>Employment</b>	<b>Unemployment Rate</b>
1995	Hayward	59,000	55,560	3,440 5.8%
	Alameda County	675,700	636,800	38,900 5.8%
	California	15,235,600	14,040,100	1,195,500 7.8%
	United States	131,949,000	124,522,000	7,427,000 5.6%
1996	Hayward	59,050	56,070	2,980 5.0%
	Alameda County	676,200	642,600	33,600 5.0%
	California	15,371,000	14,261,300	1,109,700 7.2%
	United States	133,697,000	126,602,000	7,095,000 5.3%
1997	Hayward	60,580	57,870	2,710 4.5%
	Alameda County	693,800	663,200	30,600 4.4%
	California	15,786,200	14,791,800	994,400 6.3%
	United States	136,215,000	129,416,000	6,799,000 5.0%
1998	Hayward	61,240	58,680	2,560 4.2%
	Alameda County	701,500	672,500	29,000 4.1%
	California	16,138,100	15,180,900	957,200 5.9%
	United States	137,436,000	131,227,000	6,209,000 4.5%
1999	Hayward	62,220	60,040	2,180 3.5%
	Alameda County	712,700	688,100	24,600 3.5%
	California	16,375,600	15,522,300	853,300 5.2%
	United States	139,314,000	133,388,000	5,926,000 4.3%
2000	Hayward	64,100	62,180	1,920 3.0%
	Alameda County	734,300	712,600	21,700 3.0%
	California	16,892,000	16,056,500	835,500 4.9%
	United States	140,757,000	135,183,000	5,574,000 4.0%
2001	Hayward	65,350	62,330	3,020 4.6%
	Alameda County	748,500	714,400	34,100 4.6%
	California	17,171,600	16,249,100	922,500 5.4%
	United States	141,354,000	134,932,000	6,422,000 4.5%
2002	Hayward	66,080	61,510	4,570 6.9%
	Alameda County	756,600	705,000	51,600 6.8%
	California	17,375,800	16,214,900	1,160,900 6.7%
	United States	142,476,000	134,053,000	8,423,000 5.9%
2003	Hayward	65,530	61,020	4,510 6.9%
	Alameda County	750,300	699,300	51,000 6.8%
	California	17,460,000	16,282,250	1,177,300 6.7%
	United States	147,096,000	137,738,000	9,358,000 6.4%

Source: California Employment Development Department

#### Hayward's Top Ten Employers (Source: Hayward Chamber of Commerce )

<b>Company</b>	<b>Number of employees</b>
AC Transit	2,302
Kaiser Permanente	2,200
Hayward Unified School District	2,100
California State University, Hayward	1,600
Mervyn's	1,300
City of Hayward	855
St. Rose Hospital	660
Berkeley Farms	640
Bay Cities Auto Auction	494
Alameda County Public Works Agency	469



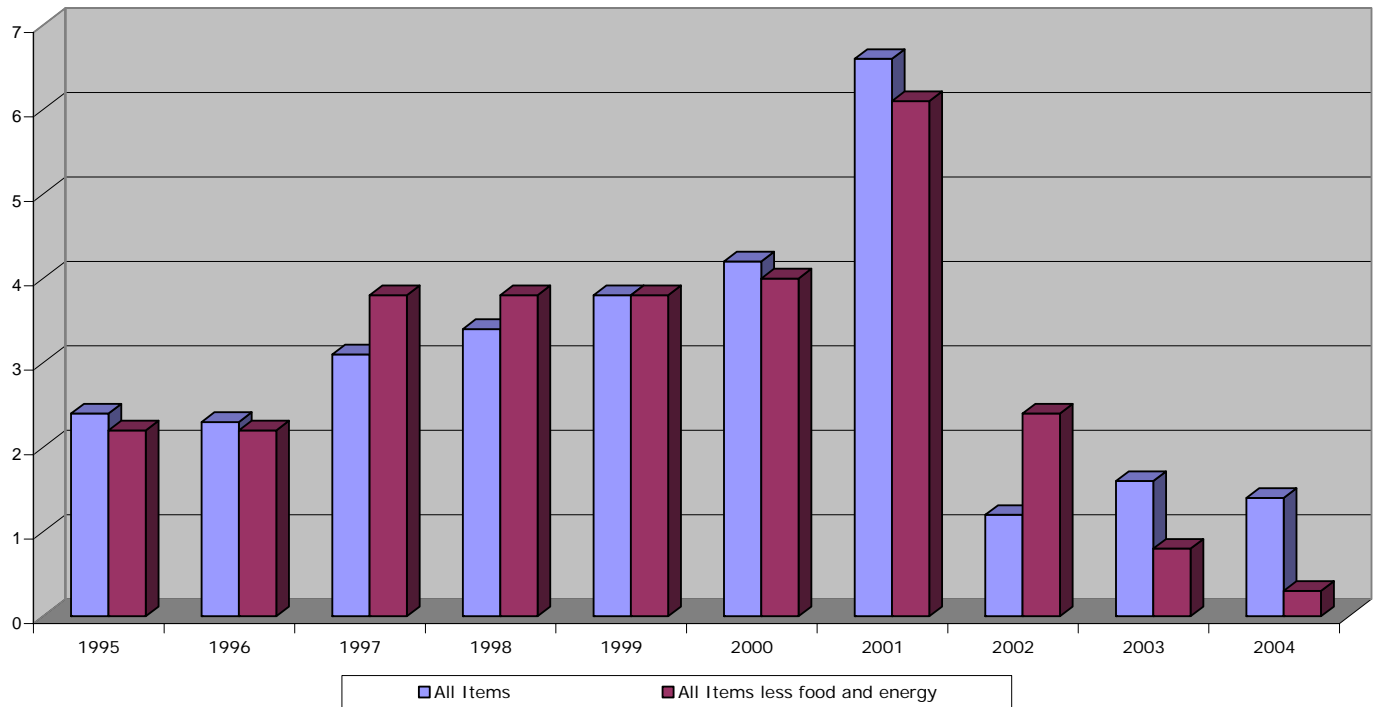
## Supplemental Information

### Community Profile

#### Inflation Factors

##### Consumer Price Index for the San Francisco-Oakland-San Jose Area

Source: U.S. Bureau of Labor Statistics

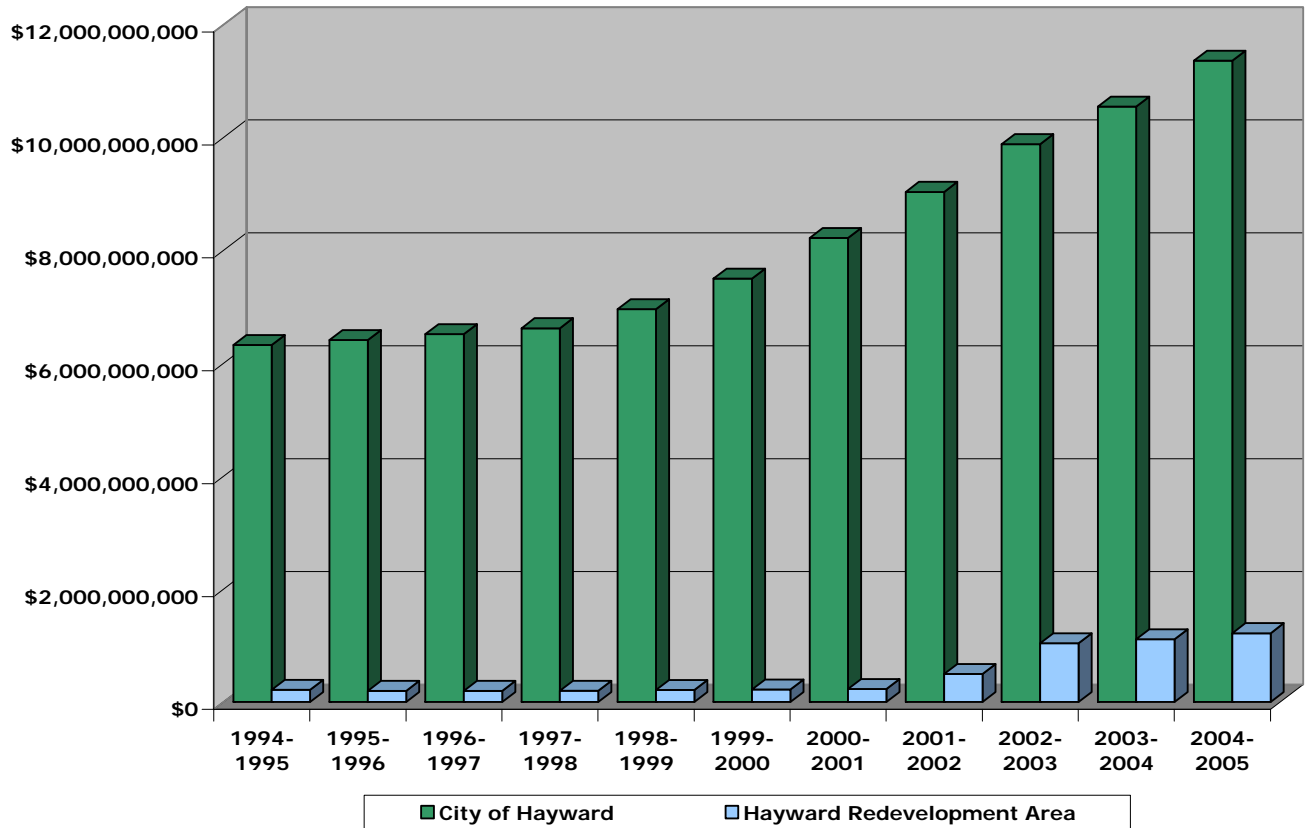


## Supplemental Information

### Community Profile

#### Assessed Value of Land and Improvements (Gross)

Source: Alameda County Assessor's Office



# Supplemental Information

## Community Profile

### Hayward at a Glance

Web site: <sup>1</sup>	www.hayward-ca.gov	
Date of incorporation: <sup>1</sup>	1876	
Type of City: <sup>1</sup>	Charter City (Charter adopted 1956)	
Form of government: <sup>1</sup>	Council-Manager	
Number of employees: <sup>2</sup>	855 FTE	
Area in square miles: <sup>1</sup>	61 square miles	
Population: <sup>3</sup>	144,633 (January 2004)	
Number of registered voters: <sup>1</sup>	45,991 (January 2004)	
Libraries: <sup>1</sup>	Main Library (Downtown) and Weekes Branch Library	
Fire protection: <sup>2</sup>	8 stations (1 under contract with Fairview Fire District) 120 firefighters and officers	
Police protection: <sup>2</sup>	1 station, 187 law enforcement officers	
Miles of streets: <sup>4</sup>	261 miles	
Municipal water supply: <sup>4</sup>	30,886 accounts 19.6 million gallons average daily consumption 300 miles of water mains	
Municipal wastewater disposal: <sup>4</sup>	301 miles of sewers	
Median Price of Housing: <sup>5</sup>	<i>As of July 2004:</i> Single family dwelling: \$440,000 Condominium: \$298,000	
Housing <i>As of January 2004:</i> <sup>6</sup>	Total units:	46,985
	Average Household Size:	3.108
	Percent of Single Family Homes:	59%
	Multi-Family / Mobile Homes	41%
	Median Household Income: <sup>7</sup>	\$51,177 (2000 Census)
Assessed Value of Land and Improvements (Gross): <sup>8</sup>	\$11,361,082,647	

#### Source:

1. City of Hayward
2. City of Hayward Finance Department, FY 2004-2005 Adopted Budget
3. California Department of Finance
4. City of Hayward Public Works Department
5. Bay East Association of Realtors
6. City of Hayward Community and Economic Development Department, Planning Division
7. U.S. Bureau of Census
8. Alameda County Assessor's Office

## Supplemental Information

### Community Profile

#### Internet Links:

##### Demographics

Bay Area Information, ABAG  
California Department of Finance  
U.S. Census Bureau

H.U.D. State of Cities Report

<http://census.abag.ca.gov/cities/Hayward.htm>  
<http://www.dof.ca.gov/HTML/DEMOGRAP/repndat.htm>  
<http://www.census.gov/>  
<http://quickfacts.census.gov/qfd/states/06000.html>  
<http://socds.huduser.org/index.html>

##### Economy

Association of Bay Area Governments  
Bay Area Economic Forum  
California Department of Finance  
U.S. Department of Labor,  
Bureau of Labor Statistics  
U.S. Department of Commerce,  
Bureau of Economic Analysis  
U.S. Federal Reserve Bank,  
Beige Book

<http://www.abag.ca.gov/>  
<http://www.bayeconfor.org/baefresources.html>  
[http://www.dof.ca.gov/HTML/FS\\_DATA/Fs\\_home.htm](http://www.dof.ca.gov/HTML/FS_DATA/Fs_home.htm)  
  
<http://www.bls.gov/>  
  
<http://www.bea.gov/>  
  
<http://www.federalreserve.gov/fomc/beigebook/2004/>

##### Education

California Department of Education  
California State University, Hayward  
Chabot Community College  
Hayward Unified School District

<http://goldmine.cde.ca.gov/>  
<http://www.csu Hayward.edu/>  
<http://chabotweb.clpccd.cc.ca.us/>  
<http://www.husd.k12.ca.us/>

##### Employment

State of California, Employment  
Development Department

<http://www.calmis.cahwnet.gov/>

##### Governmental Reporting

California State Controller's Office,  
Local Governmental Reporting

<http://www.sco.ca.gov/pubs/index.shtml>

##### Public Finance Trade Organizations

CA Society of Municipal Finance Officers  
Government Finance Officer Association  
Municipal Management Assoc of N CA

<http://csmfo.org/>  
<http://www.gfoa.org/>  
<http://www.mmanc.org/>

##### Recreation

Hayward Area Recreation and  
Park District

<http://hard.dst.ca.us/>

##### Transportation

Alameda County Transit  
Alameda County Transportation  
Improvement Authority (ACTI)  
Amtrak  
Bay Area Rapid Transit (BART)

<http://www.actransit.org/>  
  
<http://www.acta2002.com/flashed.html>  
<http://www.amtrak.com/>  
<http://www.bart.gov/index.asp>

## Supplemental Information

### Glossary of Terms

**Activity:** An accounting entity created to capture the revenues and expenses connected with a specific unit of work or service responsibility.

**Account Balance:** Total dollars remaining in an account after current expenditures for operations and capital improvements are subtracted.

**Appropriation:** An authorization granted by the City Council to make expenditures and to incur obligations for specific purposes.

**Audit:** A review of the City's accounts by an independent accounting firm to verify that the City's financial statements accurately reflect the City's financial position.

**Base Budget:** Estimate of the funding level required to continue existing service levels during the next fiscal year, including the deletion of current year funding for one-time activities and additions necessary to meet current expenditure patterns and to provide for anticipated inflationary cost increases.

**Budget:** A comprehensive financial plan of operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them.

**Capital Acquisitions:** Items of a permanent or semi-permanent nature that cost in excess of \$1,000.

**Capital Improvements:** A permanent major addition to the City's real property assets including the design, construction, purchase, or major renovation of land, buildings or facilities. Examples are the installation or repair of new or existing streets, traffic signals, sewer lines, roads, and parks.

**Capital Improvement Program:** An ongoing plan of single and multiple year capital expenditures, which is updated annually.

**Debt Service:** The payment of interest and principal on borrowed funds.

**Deficit:** The result of an excess of expenditures over resources.

**Department:** A major administrative division of the City with overall management responsibility for an operation or a group of related operations within a functional area.

**Designated Reserve:** Funds specifically appropriated and set aside for anticipated expenditure requirements which are uncertain.

**Division:** An organizational sub-unit of a department which encompasses a substantial portion of the duties assigned to a department.

**Employee Services:** An expenditure category used to account for the salaries, overtime, and benefits for City employees.

**Encumbrance:** A commitment of funds for goods or services for which the expenditure has not yet occurred.

**Enterprise Fund:** A fund established to finance and account for the acquisition, operation,

## Supplemental Information

### Glossary of Terms

and maintenance of governmental facilities and services that are entirely or predominantly self-supported by user charges. In Hayward, examples of enterprise funds are those for water, water pollution control and the airport.

**Expenditure:** The amount of cash paid or to be paid for services rendered, goods received or an asset purchased.

**Fiscal Year:** The twelve-month period to which the annual budget applies. In Hayward, this period of time is July 1 through June 30.

**Full-time Equivalent (FTE):** The decimal equivalent of a position converted to a full-time basis. For example, one person working half time would count as 0.5 FTE; one person working full-time would count as 1.0 FTE.

**Fund:** A separate, independent accounting entity used to set forth the financial position of results of operations related to the specific purpose for which the fund was created. Examples of funds used in the City of Hayward are the General Fund, the Community Development Block Grant Fund, and the Airport Operations Fund.

**Fund Balance:** The total dollars remaining in a fund after current expenditures for operations and capital improvements are subtracted.

**General Fund:** The City's principal operating fund, which is supported by general taxes and fees and which can be used for any legal government purpose.

**Grant:** A contribution by a government or other organization to support a particular function or project. Grants may be classified as either categorical or block, depending upon the amount of discretion allowed the recipient.

**Interdepartmental Charges and Credits:** A mechanism through which one program may bill another program (charges) and be reimbursed (credits) for the cost of various services provided. Interdepartmental charges and credits are based on the actual, direct costs of the service provided. They function as cost allocation tools, allowing the financial reports to more accurately reflect the real cost of individual programs.

**Interfund Transfers:** The movement of money from one fund to another for costs associated with liability insurance, workers' compensation and cost allocation. Most transfers are made on a quarterly basis.

**Internal Service Fund:** A fund that is used to finance and account for goods and /or services provided by one City department to other City departments on a cost-reimbursement basis. These include the Worker's Compensation Insurance, Liability Insurance and Equipment Management funds.

**Maintenance and Utilities:** An expenditure category used to account for costs related to the repair and maintenance of equipment, buildings, and grounds that are not performed by City employees. This category also includes utility charges for some departments.

**Non-departmental:** Program costs that do not relate to any one particular department, but represent costs of a general, citywide nature.

## Supplemental Information

### Glossary of Terms

**Non-recurring Costs:** One-time activities for which the expenditure should be budgeted only in the fiscal year in which the activity is undertaken.

**Object:** A term used in the expenditure classification to distinguish the article purchased or services obtained, for example, salaries, utility costs, or office supplies.

**Operating Budget:** Annual appropriation of funds to support ongoing program costs, including employee services, maintenance, supplies, and equipment.

**Ordinance:** A formal legislative enactment by the City Council, which has the full force and effect of law within the City boundaries unless it is in conflict with any higher form of law, such as a state statute or constitutional provision.

**Program:** An activity or group of activities that is an organizational subunit of a department, and is directed toward providing a particular service or support function. Each City department may be responsible for a number of programs.

**Proprietary Fund:** A term also used to describe enterprise funds or those funds used to account for City operations that are financed and operated like private business enterprises, i.e., facilities and services owned by the City.

**Resolution:** A special order by the City Council that requires less legal formality than an ordinance in terms of public notice prior to approval.

**Resources:** Total amount available for appropriation, including estimated revenues, beginning fund balances, and fund transfers.

**Revenue:** Income received during the fiscal year from taxes, fees, permits, franchises, interest, and intergovernmental sources.

**Special Revenue Fund:** A fund used to account for revenue sources that are restricted by law or administrative action to expenditures for specified purposes. Examples of Hayward special revenue funds are the Small Business Economic Development Loan, Recycling, and Local Law Enforcement Block Grant funds.

**Structural Deficit:** The permanent financial gap that results when, discounting economic cycles, ongoing revenues do not match or keep pace with ongoing expenditures.

**Supplies and Services:** An expenditure category used to account for all departmental expenses except for personnel, maintenance, utilities, and capital costs.

## Supplemental Information

### Acronyms

ACDVT	Alameda County Domestic Violence Task Force
ADA	American Disabilities Act
ALS	Advanced Life Support
BALIS	Bay Area Library Information System
BART	Bay Area Rapid Transit
BAWWA	Bay Area Water Users Association
BIA	Business Improvement Area
CALPERS	California Public Employees Retirement System
CAPER	Consolidated Annual Performance and Evaluation Report
CED	Community and Economic Development Department
CDBG	Community Development Block Grant
CIP	Capital Improvement Program
COP	Community Oriented Policing
COPS	Community Oriented Policing Services
CUPA	Certified Unified Program Agency
DBI	Downtown Business Improvement
DDA	Disposition and Development Agreement
EBDA	East Bay Dischargers Authority
EBMUD	East Bay Municipal Utility District
EMS	Emergency Medical Services
EMT	Emergency Medical Technician
ERAF	Education Revenue Augmentation Fund
ERMAC	Exclusive Risk Management Association of California
ESP	Emergency Shelter Program
FFPD	Fairview Fire Protection District
FTE	Full Time Equivalent
GIS	Geographic Information System
HRLP	Housing Rehabilitation Loan Program
HUD	Housing and Urban Development
HVAC	Heating, ventilation, air conditioning
IAD	Industrial Assessment District
LLEBG	Local Law Enforcement Block Grant
MHRP	Minor Home Repair Program
MPACT	Moving Parents, Police, Adolescents, Counselors and Community Together
MTC	Metropolitan Transportation Commission
MUGS	Mug Shot Photo System
NPDES	National Pollutant Discharge Elimination System
PERS	Public Employee Retirement System (California)
POST	Police Officer Standards Training
RFP	Request for Proposal
RMS	Records Management System
RWQCB	Regional Water Quality Control Board
SAVE	Shelters Against Violent Environment
SCADA	Supervisory Control and Data Acquisition System
TDD	Telecommunications Device for the Hearing Impaired
USEPA	United States Environmental Protection Agency
VLF	Vehicle License Fee
WMAC	Waste Management of Alameda County



## **Supplemental Information**

### Acronyms

WPCF	Wastewater Pollution Control Facility
WPSC	Wastewater Pollution Source Control

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